



Dental Hygiene Program

UNIVERSITY *of* ALASKA ANCHORAGE

Student Handbook

2020-2021



UAA College of Health
UNIVERSITY *of* ALASKA ANCHORAGE



School of Allied Health
UNIVERSITY *of* ALASKA ANCHORAGE

Revised, based on the UAA School of Nursing student handbook, Fall 2018, with permission.

Welcome...

to the UAA Dental Hygiene Program!

The faculty and staff of the University of Alaska Anchorage (UAA) Dental Hygiene Program take this opportunity to welcome all new students. We are pleased you have chosen to attend our program and we hope your educational experience with us will be rewarding.

This handbook has been especially designed to answer questions you may have about the Dental Hygiene Program. Ability, diligence and desire to succeed will determine your progress. Your attitude, skills, professional habits and quality of work will determine your success in the field of dental hygiene. Your progress is in your hands.

It is our sincere desire that, cooperatively, you will find the program both enjoyable and challenging. Do not hesitate to see your instructor when school-related problems arise.

As a condition of placement and maintaining the status of a UAA Dental Hygiene Program student, students must abide by the University's "Student Code of Conduct" (as found in the UAA catalog,) the Dental Hygiene Program's "Policies and Procedures" (attached) and the American Dental Hygienists' Association "Code of Ethics" (Appendix II). Our Ethics and Professionalism Policy at the end of this handbook applies all three documents to the professional behavior expected in the program.

Pre-clinic and clinical policies and procedures are developed to assure the legal and ethical delivery of services for total patient care. Compliance with these policies and procedures is required of all students.

The student is responsible for reviewing the above cited information and for signing the Evidence of Understanding form. The form is found on the last page of this manual. The signed form must be submitted to the Dental Hygiene Program by the end of the first week of class. Otherwise the student will be withdrawn from the program and his/her position will be offered to an alternate.

The handbook is designed to assist you in becoming familiar with various aspects of your chosen degree program. Please take the time to familiarize yourself with the contents so that you will know where to locate specific information as it is needed. Use this handbook in conjunction with the UAA Course Catalog. In addition, please take advantage of interacting with the dental hygiene faculty.

The UAA Dental Hygiene Program offers both challenges and rewards. We wish you success in advancing your dental hygiene career.

~The Dental Hygiene Program Faculty~

Note: The Student Handbook may be updated periodically and the newest version will take precedence.

Notice of Nondiscrimination (BOR Policy & Regulation 01.02.025)

The University of Alaska does not discriminate on the basis of race, religion, color, national origin, citizenship, age, sex, physical or mental disability, status as a protected veteran, marital status, changes in marital status, pregnancy, childbirth or related medical conditions, parenthood, sexual orientation, gender identity, political affiliation or belief, genetic information, or other legally protected status.

When implementing this commitment, the University is guided by Title VI and VII of the Civil Rights Act of 1964 and Civil Rights Act of 1991; Title IX of the Education Amendments of 1972; Executive Order 11246, and Executive Order 11375, as amended; Equal Pay Act of 1963; Age Discrimination in Employment Act of 1967 and Age Discrimination Act of 1975; Vietnam Era Veterans Readjustment Assistance Act of 1974; Americans with Disabilities Act (ADA) of 1990; the Americans with Disabilities Act Amendments Act of 2008; Genetic Information Nondiscrimination Act of 2008; Pregnancy Discrimination Act; Immigration Reform & Control Act; Vocational Rehabilitation Act of 1973 and other federal laws or Alaska Statutes which guarantee equal opportunity to individuals and protected classes within our society.

The University's commitment to nondiscrimination, including against sex discrimination, applies to students, employees, and applicants for admission and employment.

This policy therefore affects employment policies and actions, as well as the delivery of educational services at all levels and facilities of the University. Further, the University's objective of ensuring equal opportunity will be met by taking affirmative action: i.e., making intensified, goal-oriented efforts to substantially increase the participation of groups where their representation is less than proportionate to their availability; providing reasonable accommodations to employees and students with disabilities; and ensuring that employment opportunities are widely disseminated to agencies and organizations that serve underrepresented protected classes.

The following person has been designated to handle inquiries regarding the nondiscrimination policies:

University of Alaska Anchorage

Director, Office of Equity and Compliance

3211 Providence Drive

Anchorage, AK 99508

Phone: 907-786-4680

E-mail: uaa_oec@alaska.edu

Website: <https://www.uaa.alaska.edu/about/equity-and-compliance/>

For sex discrimination claims or other inquiries concerning the application of Title IX of the Education Amendments of 1972 and its implementing regulations, individuals may contact the University's Title IX Coordinator or the Assistant Secretary in the U.S. Department of Education Office of Civil Rights:

UAA Title IX Coordinator

3890 University Lake Drive, Suite 108, Anchorage, AK 99508

Phone: 907-786-4680

E-Mail: uaa_titleix@uaa.alaska.edu

Website: www.uaa.alaska.edu/about/equity-and-compliance/

For employment or educational discrimination, students, parents, employees and applicants for employment may file a complaint with the U.S. Department of Education within 180 calendar days of the alleged discriminatory act.

Office for Civil Rights, Seattle Office

U.S. Department of Education

915 Second Ave., Room 3310

Seattle, WA 98174-1099

Phone: 206-607-1600

TDD: 800-877-8339

E-mail: OCR.Seattle@ed.gov

Website: <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

For employment or educational discrimination, individuals may file a complaint with the State of Alaska:

Alaska State Human Rights Commission

800 A Street, Suite 204

Anchorage, AK 99501-3669

Anchorage Area: 907-274-4692

Anchorage Area TTY/TDD: 907-276-3177

Toll-Free Complaint Hot Line (in-state only): 800-478-4692

TTY/TDD Toll-Free Complaint Hot Line (in-state only): 800-478-3177

Website: www.humanrights.alaska.gov

<http://www.alaska.edu/titleIXcompliance/nondiscrimination>

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ACCREDITATION

The Bachelor of Science in Dental Hygiene Program at the University of Alaska Anchorage, School of Allied Health is accredited by the Commission on Dental Accreditation (CODA). The UAA Dental Hygiene Program went through accreditation renewal in 2014 and received approval without reporting requirements.

Contact Information:

Commission on Dental Accreditation
211 East Chicago Avenue
Chicago, Illinois 60611
800.621.8099 or 312.440.4653
Website: <https://www.ada.org/en/coda>

Required Posting:

The UAA Dental Hygiene Program is currently accredited with the **Commission on Dental Accreditation**. Any student in a Dental Program may register a complaint with the Commission if s/he has reason to believe the Commission's educational standards are not being met. Comments must be signed, and signatures will be removed from comments prior to forwarding them to the program. Comments must pertain only to the standards for the particular program or policies and procedures used in the Commission's accreditation process.

The **Commission on Dental Accreditation** will review complaints that relate to a program's compliance with the accreditation standards. The Commission is interested in the sustained quality and continued improvement of dental and dental-related education programs but does not intervene on behalf of individuals or act as a court of appeal for treatment received by patients or individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the appropriate accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained by contacting the Commission at 211 East Chicago Avenue, Chicago, IL 60611-2678 or by calling 1-800-621-8099 extension 4653.

The University of Alaska Anchorage Dental Hygiene Program is approved by the Alaska State Board of Dental Examiners.

Contact Information:

Alaska State Board of Dental Examiners
Licensing Examiner: Christianne Carrillo
Telephone: (907) 465-2542
Fax: (907) 465-2974
E-mail: boardofdentalexaminers@alaska.gov
Website: <https://www.commerce.alaska.gov/web/cbpl/professionallicensing/boardofdentalexaminers.aspx>
P.O. Box 110806
Juneau, AK 99811-0806

SECTION I – INTRODUCTION

GENERAL INFORMATION

The registered dental hygienist is a licensed oral health educator and clinical operator who, as part of the dental team, uses preventive, educational, and therapeutic methods which aid individuals and groups to attain and maintain optimum oral health. Dental hygienists can work as clinicians, educators, researchers, administrators, managers, preventive program developers, consumer advocates, sales and marketing managers, editors, and consultants. Clinical dental hygienists may work in a variety of health care settings such as private dental offices, schools, public health clinics, hospitals, managed care organizations, correctional institutions, or nursing homes.

The Dental Hygiene Program is accredited by the Commission on Dental Accreditation of the American Dental Association, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and by the United States Department of Education. The Bachelor of Science degree is a four-year endeavor comprising one and a half years of science and general education courses and two and a half years of course work in dental hygiene. The program prepares graduates clinically and academically to take the National and Western Regional Examining Boards for licensure.

Once enrolled as a dental hygiene student, the student can anticipate a five-semester, 40-hour-per-week endeavor. Some evening classes and clinics are scheduled. Students practice skills on each other and must share personal medical and dental information.

Expenses beyond tuition generally include activity fees, instruments, uniforms, lab fees, student organizations membership, graduation, pin, immunizations, cost of annual/biannual BLS class, licensure fees, student health insurance, malpractice insurance for the Western Regional Examining Boards, and miscellaneous supplies.

MISSION AND OBJECTIVES

The mission of the UAA Dental Hygiene Program is to educate students in dental hygiene to the Bachelor of Science degree level. The educational objectives of the Dental Hygiene Program are to produce graduates who:

1. Have the technical skills and professional demeanor to perform occupational-related procedures.
2. Demonstrate academic and clinical proficiency necessary to succeed on national and regional examinations.
3. Are prepared to perform occupational-related procedures in various settings.
4. Meet the occupational requirements of employers.
5. Prepare students for graduate education.

PROGRAM OUTCOMES/COMPETENCIES

At the completion of this program, students are able to:

1. Provide and document dental hygiene care in a legal and ethical manner.
2. Exhibit professional behavior, including time management, risk management, and respect of patients and co-workers.
3. Critically evaluate scientific literature and research relevant to dental hygiene.
4. Collect, analyze, and record data on the general and oral health status of patients.
5. Use critical decision making skills to develop a dental hygiene diagnosis, which will provide a basis for interventions that are within the scope of dental hygiene practice and determine the need for referral to appropriate health professions as needed.
6. Formulate a dental hygiene care plan, including a planned sequence of educational, preventive, and therapeutic

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services based on the dental hygiene diagnosis in collaboration with the patient and other health care providers.

7. Deliver preventive and therapeutic care to achieve and maintain oral health utilizing established infection control procedures, pain control measures, and ergonomic practices.
8. Evaluate the effectiveness of the implemented services, and modify as needed.
9. Promote the profession of dental hygiene through service and affiliations with professional organizations.
10. Assess, plan, implement, and evaluate complex community oral health projects to diverse populations.

Graduates of the University of Alaska Anchorage Dental Hygiene Program are prepared to practice in a variety of settings, particularly in settings characterized by the demographic, geographic, climatologic, and cultural diversity that are found in Alaska.

CURRENT STRUCTURE

The Dental Hygiene Program is housed in the School of Allied Health within the College of Health (COH). The College was formed in July 2011 when health programs from CTC was combined with the College of Health and Social Welfare. In addition to the COH, other major units at UAA include the College of Arts and Sciences (including the School of Education), the College of Business and Public Policy, the Community and Technical College and the College of Engineering.

The COH houses many academic and research units listed below:

- Alaska Center for Rural Health - Alaska's AHEC
- Center for Human Development (CHD)
- Department of Health Sciences
- Department of Human Services
- Institute for Circumpolar Health Studies
- Interprofessional Health Sciences Simulation Center
- Justice Center
- National Resource Center for American Indians, Alaska Natives and Native Hawaiian Elders
- Occupational Therapy Program
- Office of Health Programs Development
- Pharmacy Program
- Physical Therapy Program
- Division of Clinical Health Sciences
 - School of Allied Health
 - School of Nursing
- School of Social Work
- Washington, Wyoming, Alaska, Montana and Idaho (WWAMI) School of Medical Education

The COH is administered by Jeffrey Jessee, Vice Provost of Health Programs and Dean of the College of Health. Jeffrey Jessee reports directly to the Provost. The program director for the Dental Hygiene Program is Sandra (Sandy) Pence, who reports to the director of the School of Allied Health. The program director is responsible for academic and clinical policy development and implementation, and maintaining accreditation standards.

COMMUNICATION

Mailing address:

UAA Dental Hygiene Program
3211 Providence Dr., AHS 148
Anchorage, AK 99508

Physical location:

UAA Dental Hygiene Program
3500 Sea Wolf Drive
Allied Health Science Building (AHS) Room 148

Sandra Pence: Program Director/Associate Professor/Sophomore advisor
786-6925 pence@uaa.alaska.edu

Carri Shamburger: Assistant Professor/Applicant advisor
786-4344 cashamburger@uaa.alaska.edu

Jessica Ross: Instructor/Junior advisor

Open position: Dental Clinic Front Desk Specialist
786-6960; jjbauzon@uaa.alaska.edu

Sue Gregg: Dental Clinic Support Specialist
786-6943; sgregg2@uaa.alaska.edu

Matt Burgoon: Dental Hygiene Administrative Assistant
786-6929; msburgoon@alaska.edu

1. Students are responsible for notices posted on the bulletin boards or other areas within the Dental Suite.
2. Students are to use the designated phone in Dental Programs. Only emergency messages will be taken by the department secretary.
3. Questions pertaining to classes and/or clinic sessions should be addressed to course faculty.
4. Cell phones or other personal communication devices may not be used during lecture, lab, pre-clinic and clinical sessions without faculty permission. These devices are disruptive to the learning environment and may result in dismissal from class and/or the loss of points from final course grades for lack of professionalism. Emergency messages can be taken by the front desk 786-6960 or 786-6936.

LEARNING

Learning is expected to influence the values, beliefs, and behaviors of the individual. Within the context of professional education, learning is a goal-directed activity that is promoted when the individual has a clear understanding of the objectives of learning opportunities and when the individual takes responsibility for the accomplishment of identified learning objectives. Developing maturity as a professional is demonstrated by the increasing ability of the individual to become an active participant in defining the objectives of learning experiences.

Learning is enhanced when it begins at a point that is congruent with the learner's expectation of what is to be learned, when educational experiences are organized in a logical sequence that promotes continuity, and when the unique needs and strengths of individual students and groups of students are recognized and built upon.

Learning becomes professionally relevant when it is applicable to one's experience and when it provides tools that are applicable in diverse situations. It is futuristic and must be transferable to new and different situations.

The responsibility of the faculty is to assist individual students to acquire the knowledge and competence needed for entry into dental hygiene practice. In the socialization of the student to the professional role, the faculty member participates with the learner in the teaching learning process and acts as a critically thinking role model

who is both accountable and responsible for professional actions. Faculty also assist students to develop skills in evaluating their need for continuing learning and in meeting those needs through planned activities.

The primary responsibilities of the faculty in the teaching-learning process include the identification of the knowledge and competencies required of students at each level of nursing education, the establishment of minimum standards for demonstrating such, and the evaluation of student behaviors to determine the degree to which standards have been met.

Lifelong learning in dental hygiene is expected for the professional dental hygienist. It is the responsibility of the professional to maintain currency and competence in the field. This is accomplished through continuing education courses, professional journals, and peer relationships.

SECTION II—ESSENTIAL ABILITIES AND FUNCTIONS FOR DENTAL HYGIENISTS

The following are abilities and functions expected of dental hygienists and dental hygiene students:

Gross Motor Skills

- Possess full manual dexterity including the functioning of both arms, both wrists, both hands and all fingers.
- Provide standing support to patient
- Manipulate equipment above shoulders (e.g. dental light)
- Reach below waist (e.g. plug-ins)
- Assist transfer of patient (e.g. wheelchair to dental chair)
- Maintain patient / client safety at all times

Fine Motor Skills

- Pick up objects (e.g. hand piece, instruments)
- Grasp small objects (e.g. instruments, sealant syringe tips, burs, needles)
- Write and type
- Grip, pinch, pick or otherwise work with fingers (e.g. dental instruments, gloving, small equipment)
- Controlled manipulation of instruments and syringes in a safe manner to avoid patient injury
- Squeeze (e.g. tubes, syringe)
- Put on caps, gown, gloves, and mask
- Apply pressure to remove calculus and cement

Tactile

- Feel vibrations (e.g. pulses, nerve responses, tremor)
- Detect temperature of room, skin
- Feel differences in surface characteristics (e.g. oral tissues)
- Feel differences in sizes, shapes (e.g. palpate, perform assessment)

Interpersonal Skills

- Manage conflict between persons
- Respect differences in clients/families/co-workers
- Establish and maintain rapport with clients/families/co-worker
- Treat others with respect
- Build effective working relationships

Communication Skills

- Communicate effectively in spoken and written English in a variety of formats
- Communicate information and explain procedures (e.g. teach patient, family, or groups)

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Interact with others (e.g. effective group participation)
Advocate for patient
Direct activities of others
Use computer
Employ therapeutic communication techniques
Assess and respond to verbal and non-verbal communication

Critical Thinking Skills

Identify cause-effect relationships
Synthesize knowledge and skills
Model accountability for learning by sharing knowledge with and learning from others

Emotional Stability and Behavior

Differentiate and establish personal and professional boundaries (e.g. confidentiality/privacy)
Provide patient with appropriate psycho/social support
Deal with unexpected situations
Maintain attention on tasks at hand
Perform multiple responsibilities concurrently
Handle strong emotions (e.g. grief, anger)
Function effectively under stress and adapt to an environment that may change rapidly without warning and/or in unpredictable way
Maintain mature, sensitive and effective relationships with patients, students, faculty, staff, and other professionals under all conditions including highly stressful situations
Possess the emotional/mental health required for the full utilization of his or her intellectual capabilities and the exercise of good judgment necessary for working in any clinical site
Complete responsibilities in a timely manner
Be aware of personal values, attitudes, beliefs and emotions, and/or experiences that may affect perceptions and relationships with others
Adapt behavior when necessary to promote productive individual or team relationships.
Demonstrate effective and respectful relationships in diverse academic, professional, and community environments

Analytical Thinking

Comprehend, reason, integrate, analyze, evaluate and problem solve
Gather data
Transfer knowledge from one situation to another
Assess and respond to changes in patient's condition
Evaluate outcomes (e.g. effectiveness of care)
Prioritize care
Use short and long term memory
Organize tasks to completion
Think critically

Physical Endurance

Sustain repetitive movements (e.g. CPR, instrumentation)
Remain continuously on task for several hours while sitting, standing, or moving
Work entire day

Physical Strength

Have sufficient physical strength to move (by walker, cane or crutches if necessary) to a position to provide dental care
Lift 25 pounds (e.g. transfer client)

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Move/carry equipment and supplies (~10-40 pounds)

Use upper body strength (e.g. delivering CPR)

Hand grip sufficient for instrumentation and to operate a fire extinguisher

Hearing

Hear faint body sounds (e.g. blood pressure)

Able to develop reasonable skills of percussion and auscultation

Respond to alarms (high/low frequency)

Visual

Normal or corrected visual acuity sufficient for observation of oral conditions and for patient assessment

High level of hand-eye coordination necessary for extremely fine motor control

Distinguish color (e.g. patient secretions, and color coded records)

Distinguish color intensity (e.g. blue complexion, redness of blood)

Discern subtle changes in radiographic density

Clearly see the patient's teeth from a 20-inch distance

Clearly see object up to and more than 20 feet away.

Use depth perception (e.g. injections)

Use peripheral vision

Respond to alarms

Smell

Detect odors from patient

Detect smoke

Detect gases or noxious smells

Reading

Read and understand written documents (i.e. patient charts, professional literature)

Use anatomical design/diagrams correctly

Display mathematic competence

Read digital displays

Read graphic printouts (e.g. vital signs, numbers)

Motor Functions

Measure time (e.g. duration)

Count rates (e.g. pulse)

Use measuring tools (e.g. probes)

Read Measurement marks (e.g. scales)

Add, subtract, multiply, divide

Use a calculator

Write numbers in records

Maintain client /patient records

REASONABLE ACCOMODATIONS FOR DISABILITES

The Dental Hygiene Program is committed to ensuring that students with disabilities are given equal access through reasonable accommodations to its services, programs, activities, education and employment for students with disabilities. The Program works closely with [UAA Disability Support Services](#) (DSS) in this process. DSS is the contact point for students with permanent or temporary sensory, physical or psychological disabilities interested in requesting reasonable accommodations due to the effects of a disability.

Students must follow the established policies for requesting and receiving reasonable accommodations. Students who wish to request reasonable accommodations are encouraged to contact DSS to start the process to document their disability and determine eligibility for services prior to the start of the program. While this process can be started at any time, reasonable accommodations will not be implemented retroactively, so timely requests for accommodations is very important. The University does have policies regarding the type of documentation required in order to diagnose different disabilities and a process for requesting accommodations. For distance students, DSS can conduct many facets of the process by phone. To learn more about the process for establishing services through DSS, please contact the DSS office:

Disability Support services

Rasmuson Hall 105

3211 Providence Drive

Anchorage, AK 99508

Phone (907) 786-4530

Fax (907) 786-4531

<https://www.uaa.alaska.edu/students/disability-support-services/contact.cshtml>

All students, including students with disabilities, are expected to perform all the essential functions of the program including meeting all program outcomes with reasonable accommodation. The Dental Hygiene Program will work with the student and DSS to provide reasonable and appropriate accommodations. It is important to note that the Dental Hygiene Program is not required to provide requested accommodations that would fundamentally alter the essential functions or technical standards of the program.

SECTION III – ESSENTIAL BEHAVIORS

In addition to the University of Alaska Anchorage Student Conduct Code, Board of Regents' Policy and University Regulation, students must abide by the following specifications for academic behaviors and abilities in order to be admitted, to continue, and to graduate from the Dental Hygiene Program.

PROFESSIONAL CONDUCT

Students must demonstrate the attributes of compassion, integrity, honesty, responsibility, and tolerance. Students must adhere to the [UAA Student Code of Conduct](#), the Dental Hygiene Program/course policies, and the [Code of Ethics for Dental Hygienists](#). Students must possess the ability to reason morally and conduct their discovery and/or application of knowledge relevant to dental hygiene in a manner consistent with [guidelines for the protection of human subjects](#).

ACADEMIC INTEGRITY

The profession of dental hygiene holds its members to high standards of conduct. Dental hygienists are expected to be knowledgeable, honest, ethical, responsible, accountable, respectful, and trustworthy. Faculty expect students to demonstrate professionalism in all aspects of their academic work. Academic integrity violations clearly show a lack of core professional values and will not be tolerated in any form. Faculty have a responsibility to the program, to the profession, and to our patient to graduate dental hygienists with the highest moral, ethical, and professional standards. As such, proven occurrence(s) of academic dishonesty are addressed by the UAA Dental Hygiene Program Ethics and Professionalism Policy and may result in program dismissal.

COMMUNICATION

Students must communicate effectively and professionally with other students, staff and faculty members, professionals, and others relevant to their programs of study. Expression of ideas and feelings must be clear and appropriate for a

professional setting. Students must demonstrate a willingness and ability to give and receive feedback

COGNITION

Students must be able to adequately reason, analyze, integrate, synthesize, and evaluate in the context of the activities of their programs of study.

RELATIONSHIPS/EMOTIONAL ABILITIES

Students must have the emotional ability to function effectively under stress and adapt to environments that may change rapidly without warning and/or in unpredictable ways as relevant to their programs of study. Students must possess the emotional ability required for the full utilization of intellectual abilities, the exercise of sound judgment, and the timely completion of responsibilities in their programs of study. Further, students must be able to maintain mature, sensitive, and effective relationships with patients, students, faculty and staff members, and other professionals, under all circumstances including highly stressful situations. Students must be able to demonstrate empathy for the situations and circumstances of others and appropriately communicate that empathy. Students must acknowledge that values, attitudes, beliefs, emotions, and experiences affect their perceptions and relationships with others. Students must be able and willing to examine and change behaviors when they interfere with productive individual or team academic relationships. Students must demonstrate effective and respectful relationships with the diverse academic, professional, and community environments relevant to their programs of study.

SECTION IV – DENTAL HYGIENE ADMISSION PROCEDURES

Admission to the full major in the Bachelor of Science in Dental Hygiene (BSDH) program is competitive. Students apply to the program after completing prerequisite coursework and the Test of Essential Academic Skills (TEAS). To be considered for selection to the BSDH program, the application process must be completed by the deadline date posted on the program's [website](#).

1. **An applicant must be admitted to the University of Alaska Anchorage (UAA) as a degree-seeking student.** When applying to UAA through UA Online, students should select the BSDH as the major, and will be initially admitted as a **BSDH pre-major**. If accepted into the BSDH program, the student's major will be then be changed to full major status.
2. **Completion of prerequisite courses (listed below) with a minimum grade of C should be documented on the applicant's UAA transcript by the application deadline.** For prerequisite coursework taken outside of the UA system, students should submit official transcripts to UAA's Office of the Registrar for evaluation. This usually occurs as part of the UAA application process (#1 above). Unless otherwise approved by a faculty advisor, all coursework must match the courses listed as prerequisites. For selection, the UAA Dental Hygiene Program will score applicants' coursework based on science prerequisite GPA and non-science prerequisite GPA. If courses with the same course number are taken more than once, the grades are averaged for selection purposes. *NOTE: Effective for the 2021 selection and onward*, the UAA Dental Hygiene Program prerequisite policy will be to accept the highest grade earned in a prerequisite course, with a limit of two attempts. Students that have taken a prerequisite course two times or more before August 1, 2020 will be allowed to take a course one additional time to be considered for selection purposes and the highest grade earned will be used.

Science Prerequisites

- BIOL A111/L Human Anatomy and Physiology I (4 credits)
- BIOL A112/L Human Anatomy and Physiology II (4 credits)
- BIOL A240 Microbiology for Health Sciences (4 credits)

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- CHEM A103 Survey of Chemistry (3) and CHEM A103L Survey of Chemistry Laboratory (1 credit) OR CHEM A105 General Chemistry I (3) and CHEM A105L General Chemistry I Laboratory (*If students have not already taken CHEM A105/L for another major, the program highly recommends students take CHEM A103/L*)
- CHEM A104 Introduction to Organic Chemistry and Biochemistry (3 credits) and CHEM A104L Introduction to Organic and Biochemistry Lab (1 credit)

Non-Science Prerequisites

- COMM A111 Fundamentals of Oral Communication, COMM A235 Small Group Communication, COMM A237 Interpersonal Communication, OR COMM A241 Public Speaking (3 credits)
 - WRTG A111 Writing Across Contexts, WRTG A211 Writing and the Humanities, WRTG A212 Writing and the Professions (recommended), WRTG A213 Writing and the Sciences, OR WRTG A214 Arguing Across Contexts (3 credits)
 - PSY A111 General Psychology OR PSY A150 Lifespan Development (3 credits)
 - SOC A101 Introduction to Sociology OR SOC A201 Social Problems and Solutions (3 credits)
3. **Submit current ATI Test of Essential Academic Skills for Allied Health (ATI TEAS) scores.** The ATI TEAS may only be taken once every six months and the minimum qualifying score for the dental hygiene program is 60. Be sure to select **U of A Anchorage AH** as your institution so that we may receive your scores. Contact the [UAA Testing Center](#) (786-4525) for information about ATI TEAS administration.
 4. **Complete the online BSDH Dental Hygiene program application on the program website.**
 5. **Provide contact information for three (3) professional references.** Applicants will be required to provide names and contact information for three professional references within the application. References should be someone in a supervisory capacity, such as an employer, teacher, or supervisor from a volunteer position. Applicants will provide reference name and contact information in the online application.
 6. **Complete academic advising requirement.** Applicants are required to review the Dental Hygiene Advising PowerPoint, the BSDH Advising Syllabus, and take the Advising Quiz. Taking the online quiz sends an email to the Program to indicate a student has reviewed and understands the material, or that the student has taken the quiz and will make an appointment with a dental hygiene program advisor to address areas the student did not understand. Regardless of how well the student understands the material in the PowerPoint and the BSDH Advising Syllabus, it is *highly* recommended that each student meet with the UAA Dental Hygiene faculty advisor for an application consultation before the end of the spring semester to ensure the student understands program policies/requirements/expectations and the application process. *Faculty are not available to meet during the summer.*
 7. **To schedule an advising session with the faculty advisor,** contact the program administrative assistant for advisor information. 907-786-4346; uaa_dentalprograms@alaska.edu

SECTION V - GENERAL POLICIES

ACADEMIC CALENDAR

The Dental Hygiene Program is offered over five semesters beginning in Spring and follows the [UAA Academic Calendar](#). Summer classes are generally not required unless a student needs remediation in clinical skills. Students may elect to take general education or dental hygiene selective courses over the summer to facilitate on-time graduation.

SAMPLE COURSE SEQUENCING

Prerequisite Year (prerequisite courses may be taken in a different order and over a longer time-frame as needed):

Fall (sample)—17 credits

CHEM A103/L	4 credits	
BIOL A111	4 credits	
WRTG A111	3 credits	
SOC AXXX	3 credits	(SOC A101 or SOC A201)
PSY AXXX	3 credits	(PSY A111 or PSY A150 or HS A220)

Spring (sample)—15 credits

CHEM A104/L	4 credits	
BIOL A112	4 credits	
BIOL A240	4 credits	
COMM AXXX	3 credits	(COMM A111 or COM A235 or COMM A237 or COMM A241)

Fall: (after application/selection in August; may be taken earlier, but are not required for selection)—12 credits

DN A203	3 credits	(should be taken by the start of the third year)
WRTG A212	3 credits	(or other 200-level WRTG GER; should be taken by the start of the third year)
STATS A200	3 credits	(should be taken by the start of fourth year)
Humanities GER3	credits	(see list of qualified courses on DegreeWorks)

Spring: 1st semester in program—13 credits

DH A201	2 credits	Oral Embryology and Histology
DH A200	2 credits	Basic Instrumentation for Dental Hygienists (proposed new course)
DH A220	2 credits	Introduction to Preventive Dentistry (proposed new course)
DH A204	2 credits	Anatomy of the Orofacial Structures
Fine arts GER	3 credits	(see list of qualified courses on DegreeWorks)
Humanities GER3	credits	(see list of qualified courses on DegreeWorks)

Note: BSDH Selective/elective credits may be taken in different sequence but must be completed by the end of the last semester in the program in order to graduate on time.

Fall 2nd Semester in program--15 credits

DA A110/L	4 credits	Dental Radiography
DH A203	3 credits	Assessment Procedures in Dental Hygiene (proposed new course)
DH A222	3 credits	Adjunctive Techniques for Dental Hygienists
DH A292E	1 credit	Preclinical Seminar (proposed new course)
DH A311	2 credits	Periodontics
DH A365	2 credits	Pharmacology for Dental Hygienists

Spring 3rd Semester in program—13 credits

DA A160	3 credits	Materials in Dentistry
DH A292D	1 credit	Clinical Seminar I
DH A295D	4 credits	Clinical Practicum I
DH A302	1 credit	Advanced Instrumentation for Dental Hygienists
DH A314	2 credits	Pathology of the Oral Tissues
DH A321	2 credits	Current Periodontal Therapies

Summer: Optional but recommended

S/elective 1-6 credits

Fall 4th Semester in program—15 credits

DH A310	3 credits	Oral Pain Control
DH A316	1 credit	Professional Dental Hygiene Practice
DH A324	2 credits	Community Dental Health I
DH A392C	1 credit	Clinical Seminar II
DH A395C	5 credits	Clinical Practicum II
S/electives	3 credits	(or less if some taken in previous summer)

Spring 5th Semester in program—18 credits

DH A392D	1 credit	Clinical Seminar III
DH A395D	6 credits	Clinical Practicum III
DH A424	3 credits	Community Dental Health II (GER integrative capstone)
S/elective	8 credits	(or less if some taken in previous summer)

A total of 120 credits is required for the degree, 42 of which must be upper division.

PROGRAM AND LICENSURE COST ESTIMATE

Dental Hygiene Program

Estimated Projected Expenses @ 2019-2020 Levels of BSDH Curriculum

Actual cost may vary—Pre-program column includes first three “pre” semesters in course sequence

	Pre- Program (44 cr)	Spring 1 st Semester (13 cr)	Fall 2 nd Semester (15 cr)	Spring 3 rd Semester (13 cr)	Fall 4 th Semester (18 cr)***	Spring 5 th Semester (18 cr)***	Totals
Resident tuition (\$212-256/credit)*	\$9,812**	\$2,899**	\$3,529	\$3,129	\$4,842	\$4,842	\$29,053
Student fees	\$1,653	\$541	\$541	\$541	\$541	\$541	4,358
Lab fees (includes instrument kits & loupes)	\$529**	\$2,753**	\$1,583	\$1,554	\$1,193	\$2,279	\$9,891
BLS/CPR	\$80/2 yr				\$80/2 yr		\$160
Textbooks	\$1,780**	\$936**	\$302	\$205	\$462	\$0	\$3,685
Immunizations (Available at the Student Health Center at a reduced cost)	Varies	Varies	Varies	Varies	Varies	Varies	Varies
Student Accident/Illness Insurance (no longer available through UAA)	N/A	Varies	Varies	Varies	Varies	Varies	Varies
Uniforms, shoes	N/A	\$200	0	0	0	0	\$200
Parking	\$350/yr	0	\$350/yr	0	\$350/yr	0	\$1,400
Other miscellaneous supplies	N/A	\$150	\$150	\$150	\$150	\$150	\$750
Total estimated cost for residents:							\$49,497

*Non-Resident tuition \$34,716 \$10,257 \$12,995 \$11,707 \$19,422 \$19,422 \$108,519 (~\$751-795/credit first year)

***General education course expenses vary by course.*

****Dental hygiene selective course expenses vary by course. This estimate includes the restorative course, which is an option but not required.*

Additional costs for senior year students (vary year to year):

- National Board (written exam) (\$440 in 2019)
- WREB (Local Anesthesia) (\$140 in 2019)
- WREB (clinical) (\$1260 in 2019)
- Licensing fees after graduation and passing boards (\$100 application fee + \$100 licensure fee for local anesthetic; \$100 application fee + \$200 licensure fee for dental hygiene [2018]; (\$100 application fee + \$100 licensure fee for nitrous oxide; (\$100 application fee + \$60 licensure fee for restorative)
- Criminal background check (\$400 in 2019) <http://www.pbisonline.com/pbis/Policies.htm>
- Alaska Dental Hygiene/Restorative License renewal (\$200/\$60 biennially 2019)

ADVISING/ACADEMICS

1. Specific course objectives are provided in each course.
2. Any question concerning a particular class or clinic should be brought to the attention of the designated faculty of that class or clinic.
3. Faculty workloads are such that prearranged appointments may be required for a student to confer with faculty. Please consult faculty to schedule appointments.
4. Class meetings are held when requested by the students and/or faculty.
5. If you need additional counseling, contact the Advising and Counseling Center at 786-4500.
6. If you are below a "C" (failing grade) in either academic or clinical work, your work will be reviewed by the faculty and recommendations will be made.
7. Dental Hygiene Program courses are specifically sequenced. A student may not register for a course unless the prerequisite course is successfully completed.
8. Students must earn at least 75% or higher in each dental hygiene course, in the designated sequence.
9. Instrumentation and clinical competencies must be passed at the required level for each course for a student to proceed in the program. At end of semester faculty may recommend a remediation course to strengthen clinical skills. If so, this remediation is MANDATORY in order for the student to proceed in the program, regardless of overall course grade, to promote student success.
10. Students are expected to assume responsibility for seeking assistance from faculty if academic, professional, or personal problems interfere with the educational progress.
11. Students are responsible for contacting UAA's Registrar's office concerning degree requirements.
12. Assignments/requirements are due on specified dates. Late assignments are generally not accepted.
13. Make-up examinations are not given in the Dental Hygiene Program unless otherwise specified in an individual course syllabus.
14. Challenge exams are not offered for dental hygiene (DH prefix) courses. Alternatives for receiving credit are as follows:
 - a. Transfer credit from an accredited college and/or university through the University of Alaska Anchorage registrar's office.
 - b. Course petition process through the University of Alaska Anchorage office of the Registrar, the school or college, and Academic Affairs.
15. Grading standards for the Dental Hygiene Program are as follows:
100-93 = A (an honor grade; indicates originality, independent work; a mastery of the subject)
92-84 = B (very good level of performance, but not outstanding; better than average)

83-75 = C (satisfactory or average level of performance)

Below 75 = F (failing, no credit received towards graduation)

- Letter grades are assigned in accordance with the University of Alaska Anchorage policy.
- A passing grade must be received for each course to receive credit toward graduation.
- An “F” will count in the grade point average and the course must be repeated with a grade of C or better to receive credit towards graduation. If a course is failed, program faculty will determine if the student can continue in the program and if the student will be allowed to repeat the course. These decisions will be based on the student’s ability to succeed, previous conduct, and prior academic/clinical performance. Courses may be repeated only once.
- An incomplete grade (I) indicates additional work must be completed prior to assigning a permanent grade. It can only be issued when conditions are beyond the control of the student and the work already completed is a grade “C” or better. An Incomplete Grade Contract listing unfinished requirements must be submitted to the Director of the School of Allied Health.
- P: passing grade on the Pass/No Pass option. It does not count in the GPA; indicates work of “C” or better.
- NC: no credit given. Insufficient progress and/or attendance for evaluation to occur.

STUDENT RESPONSIBILITIES

1. Keep the Dental Hygiene Program administrative assistant informed of current address and telephone number, cell phone number and e-mail address. This includes contact information during all semesters and semester breaks.
2. Students enrolled in the Dental Hygiene Program must provide their own transportation to all off campus assignments.
3. Students are required to purchase specified uniforms and specialized small equipment (e.g. blood pressure cuffs, etc.).
4. Students are responsible for providing adult and child patients to satisfy clinical requirements.
5. Students who are injured while enrolled in the Dental Hygiene Program are responsible for all associated medical costs. It is required that students maintain personal medical insurance while enrolled in the Program. The Program or UAA employees assume no responsibility for illnesses and injuries experienced by the student while enrolled in the Dental Hygiene Program.
6. The repair or replacement of equipment, instruments and materials damaged during use is the student’s responsibility.
7. Patient care requires an extra measure of responsibility for the patients’ safety as well as the students’. Students must report any potentially dangerous conditions or defective equipment to the instructor or sterilization specialist immediately.
8. The application for obtaining an Alaska dental hygiene license requires information concerning criminal convictions, hospitalization history regarding emotional or mental illness, drug addiction or alcoholism. The UAA dental program application also requires information concerning disciplinary actions taken at any university or college. While “yes” responses are not automatic bars for consideration or selection to the Dental Hygiene Program, the applicant is advised to discuss these matters with the Dental Hygiene Program advisor and the Alaska Department of Occupational Licensing or a similar agency in any state in which applicants want to practice.
9. Students are expected to use professional judgment while performing preclinical and/or clinical procedures. Professional judgment requires that students integrate and synthesize knowledge of basic and dental sciences in addition to legal and ethical considerations.
10. For safety purposes, students are not permitted to work in the laboratory, preclinic or clinic when under the influence of intoxicants, drugs or medication affecting psychomotor responses. Students suspected of substance abuse may be subjected to a drug test. Refer to the policy on Substance Abuse in this handbook.
11. Know the rights and responsibilities of a UAA Dental Hygiene Student as outlined in the UAA Catalog and

Student Handbook (Code of Conduct), the Dental Programs Policy Manual and Clinic Manual, and the American Dental Hygienists' Code of Ethics (Section XII).

12. Each student will receive one copy of documents passed out in class. If you are absent or misplace your copy, it is your responsibility to obtain the information from a classmate. Extra copies of handouts will NOT be available through the faculty or secretary.
13. Student activities at minor activity (off campus) sites may count toward program accreditation requirements, but competencies cannot be completed except in on-campus clinics.

INFANTS AND CHILDREN

Infants and children are not permitted in classes, audio conferences, laboratories or clinical settings, even when a parent is present and involved in a scheduled learning experience. Minor children may be scheduled as clinical patients, but another caregiver must be present to monitor the child before and after treatment. Children should not be left unsupervised in university or clinical facility hallways or lobby areas. Students who bring children to class will be asked to leave with the absence being treated as unexcused. When this policy creates a special hardship, the student should discuss the problem with his/her advisor or with the program director.

PETS AND SERVICE ANIMALS

According to the UAA Catalog, "Anyone wishing to bring pets onto campus must first contact the University Police Department. Pets are not permitted in any of the campus buildings without prior permission". To be consistent with UAA policy, pets will not be permitted in School of Allied Health classroom or laboratory settings. Students who bring pets to class will be asked to leave, with the absence being treated as unexcused.

Service animals are not pets and are not subject to the rules and policies pertaining to pets. Individuals with disabilities may bring their service animals with them anywhere they would allow the individual to go without the animal unless doing so would pose a danger to health or safety or cause undue burden. See the [Disability Support Services website](#) for clarification.

ELECTRONIC COMMUNICATION DEVICES

Cellular phones and audible electronic devices should be turned off during classes, audio conferences, laboratory and clinical laboratory sessions, unless use of the device is permitted explicitly by the instructor and/or clinical agency. If audible communication devices ring against the existing policies, during scheduled learning experiences, the student may be required to leave the setting and not return for the remainder of the day; absences resulting from violating the policy are treated as unexcused. When this policy creates a special hardship, the student should discuss the problem with his/her instructor or with the program chair.

SUPPORT FOR NURSING MOTHERS

The Dental Hygiene Program will make every attempt to support students who are breastfeeding their babies. When requested, the program will provide a private space for students who would like to use a breast pump. While a space for pumping/nursing will be provided, program policy indicates that students should not bring their infants and/or small children into classes. The space for pumping/nursing should have comfortable seating and a hand cleanser. A "Do Not Disturb" notice will be placed on the door. The Dental Hygiene Program will not refrigerate or store breast milk. Students who would like to request a private room to use a breast pump should inform the program at the beginning of the semester/trimester. Students will be expected to schedule times for breast pumping/nursing in advance to allow staff to arrange for space and to minimize disruptions to staff and faculty activities. Students must insure that the condition and contents of the room are not disturbed.

This policy applies to students on the Anchorage campus. The Dental Hygiene Program does not have control over the facilities at clinical agencies. In some cases, the space in facilities outside of Anchorage may be limited. Students are expected to insure that breast pumping/nursing does not interfere with their own clinical/educational activities or the clinical/educational activities of any other students.

PREGNANCY

Under the Department of Education's (DOE) regulations implementing *Title IX of the Education Amendments of 1972*, all public and private educational institutions that receive federal financial assistance "shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom." (34 CFR 106.40 (1))

Please see the program director for more details on the College of Health's pregnancy policy as needed.

TRANSPORTATION

Students are required to provide their own transportation to and from campus and assigned clinical agencies. Students assigned to clinical learning experiences on military bases are required to carry identification and provide proof of automobile liability insurance.

SELECTION OF CLINICAL EXPERIENCES

Students may register or sign-up for clinical experiences. We make every attempt to honor the sections/experiences that students select; however, there may be times when a student will need to be reassigned to a different clinical agency. A need to reassign can occur for various reasons related to the student, faculty or clinical facility. If the assignment was selected using the registration system, then we will use the registration date to select the student to be moved. The last student registered will be reassigned.

COMPUTER SKILLS

Students are strongly urged to gain basic skills in keyboarding, computing, and in using key software programs (e.g., Word and PowerPoint) prior to beginning the Dental Hygiene Program, as well as use of the UAA e-mail system and Blackboard.

Competence in Microsoft Word will enable the student to utilize the word processing software that has been loaded onto the computers located in the Dental Programs suite. Use of UAA e-mail and Blackboard is required for all dental hygiene courses.

DISTANCE EDUCATION

Courses in the dental hygiene program use BlackBoard curriculum management system to support course activities. Secure log in using individual students' UA log in ensures student privacy and verifies the user is the student who is enrolled and participating in the course and is who completes and receives credit for the course. Courses that are delivered primarily online include an eLearning fee. Please see UAA website for current fee. <https://www.uaa.alaska.edu/students/costs>

PERSONAL COMPUTERS

Access to a personal computer with Internet access is strongly encouraged for all students enrolled in the Dental Hygiene Program. The Consortium Library has desktop computers available for student use as well as laptops for 24 hour checkout. UAA has wireless internet available, which allows students to use a personal computer on campus. Students should be aware of computing policies that will be helpful in using your computer and submitting your work without difficulty.

Students should use the current version of Microsoft Office for course work and assignments.

UAA now provides access to Office 365, which gives students the ability to install the full version of Microsoft Office for PC or Mac free of charge. Contact the Information Technology staff if you have questions.

We have experienced instances when campus computers have been infected with viruses that greatly impacted our operations. Students must help us to minimize this risk and make every attempt to keep their home computer free of viruses and malware. If a personal computer is infected and documents are shared, the entire UAA network is vulnerable.

What do I need to do to keep my home computer secure?

If you use a personal computer for your university assignments, you must install and maintain current antivirus and anti-malware software. Make sure you update anti-virus and anti-malware software and scan frequently.

New viruses and malware surface continually. Insure your external drives are also scanned. At minimum everyone should install Symantec, anti-virus program and Malwarebytes, which are available from UAA. Go to [UAA Software Downloads](#) to access these programs.

In addition, you have the option of installing supplementary anti-malware software. For a Windows-based personal computer (PC) consider installing [Avira Free](#), an anti-malware program. For an Apple Macintosh (Mac) personal computer consider installing [Sophos](#), another anti-malware program.

What if my personal computer needs to be repaired?

The University manages a Help Desk to assist you with technical questions. When your home computer needs more service (e.g. when a home computer has become infected with a virus or is malfunctioning in some way), then the computer will need to be serviced. The UAA IT Services department is an Apple and Dell authorized service provider and they charge students for this service. Go to the UAA website, [Service and Repairs](#) for more information.

UAA provides student access to multiple software programs for download free of charge. There are software options for you to reduce the susceptibility of your personal computer to malware and viruses. You also have access to Office 365, which gives you the ability to install the full version of Microsoft Office for PC or Mac. Click the link below for more information. <https://www.uaa.alaska.edu/about/administrative-services/departments/information-technology-services/our-services/hardware-software/software/index.cshhtml>

EQUIPMENT IN CLASSROOMS

The Dental Programs classrooms have equipment installed to improve the learning experience for students. The equipment includes computers, projectors, document cameras and assorted cables. Because of the specific requirements to properly maintain equipment and the cost of repairs, only faculty and UAA technical staff are permitted to access and use the classroom equipment. Students are prohibited from using or tampering with any equipment in classrooms without supervision of faculty. Technical difficulties should be addressed to the School of Allied Health or local technical staff.

CLINICAL SIMULATION

Dental Hygiene students may participate in simulated clinical scenarios. Clinical simulation is a high impact teaching method that supports student learning. Some scenarios use manikins and others use standardized patients or actors. Students may care for the patient and family in a controlled setting where a manikin or an actor reacts to the dental hygiene actions provided (or not provided). Some key aspects of clinical simulation are described below.

- Course Requirement. Clinical simulation time is the same as time spent in a clinical agency. An assigned clinical simulation is a required course activity. Students should follow procedures for a missed clinical day if they are ill on the day of an assigned clinical simulation.
- Taping/observation. The scenarios may be observed by an instructor, simulation technician, and/or fellow students. The scenarios may be taped for further viewing and more in depth critique. The taped simulation sessions are used only for educational purposes, in the assigned course, during the assigned semester/trimester. Students need to feel secure in their ability to make mistakes and learn. Course faculty will determine the number of guest viewers that will be permitted to observe clinical simulations. The tapes will not be used

outside of the course without the express permission of all involved in the simulation.

- **Confidentiality.** You will be expected to keep individual student learning activities confidential, similar to the confidentiality expected regarding patients. It is essential that students do not discuss simulations outside of the assigned group. Do not discuss the patient, the medications, or any of your fellow student's behavior. This is an exercise to apply your learning in an unexpected patient situation. Keep it unexpected for all.
- **An Evolving Teaching Tool.** The lab staff and the course instructors are continually learning about this teaching tool and the associated technology. Clinical simulations will be continually changing and adapting. Students should be honest and constructive in providing feedback to help staff and faculty improve this teaching tool.

LOCKERS

Lockers and locks are available for junior and senior dental hygiene students in the Dental Suite locker rooms. Lockers on the second floor of the AHS building are available to sophomore dental hygiene students. Students will be assigned lockers at the first of the semester. Locker assignments issued in Fall are for the entire academic year; sophomore students will receive a locker assignment for the spring semester only.

Students with lockers must:

- Remove all food items from the locker at the end of each week to prevent rodent infestation.
- Empty the locker and return the lock at the end of the spring semester.

If the locker is not emptied and/or the lock is not returned, the stored items will be discarded and the student account will be charged a fee.

SOLICITING FUNDS, DONATIONS AND USE OF THE UAA LOGO/PATCH

There may be times when the dental hygiene students wish to approach members of the community to solicit funds or in-kind donations to obtain support for school-related activities (e.g. board patients, board review). If an individual student or group of students is working with a faculty advisor and has received the express permission of the Dental Hygiene Program, then a student or group of students may use the UAA Dental Hygiene Program name when soliciting funds or in-kind donations. All funds/items donated for Dental Hygiene activities must be coordinated with a faculty advisor and used for the specific purpose indicated to prospective donors.

If a student engages in an activity that has not been requested or endorsed explicitly by the Dental Hygiene Program (e.g., a class party, student travel or tuition expenses, etc.), then the student may not wear a UAA ID badge or patch when requesting donations; additionally, students cannot use the UAA name or logo on a mailing/flyer/document or e-mail without express permission from the Director of the School of Allied Health.

REQUESTING A REFERENCE FROM A FACULTY MEMBER

There are times when students would like a faculty member to serve as a reference or to write a letter referencing their performance as a student. Before the faculty member can prepare or send the letter, students need to complete the [UAA Reference Letter Request – FERPA Release and Release of Liability form \(to be developed\)](#). The form must be completed, signed and received by the faculty member before any student information is released. Requests for reference letters should be made at least two weeks before the letter is required to allow faculty adequate time to compose the letter.

SECTION VI - CONDUCT POLICIES

GENERAL CONDUCT

1. Each student is responsible for his/her conduct and for the results of his/her conduct.

2. Students are expected and required to report to class in appropriate mental and physical condition. Refer to Substance Abuse Policy.
3. Attendance in class, lab, and clinic is expected and is required for course completion. Unexcused absences/tardies or early departures may result in a failing grade for the course. Excused absences are 1) illness (must have written excuse from doctor or be sent home by faculty) and 2) family emergency. The student is responsible for directly contacting the program or lead course instructor if he/she will be absent. No make-up labs are available.
4. All course activities, requirements, and assignments must be completed on time, unless pre-arranged with a faculty committee, to receive a grade. If work is not completed, faculty will review student's situation to determine if a grade of I (incomplete) or F (fail) will be given.
5. The dental team handles confidential information on the history and condition of patients. We are bound by strict ethical and legal restrictions. You must never discuss a patient's condition or personal problems with anyone, except as it relates to the care of the patient. Safeguarding the privacy of the patient is the responsibility of all of us. Last names must not be used in any written case studies or discussions.
6. Your time in the program is a valuable learning experience. Please do not interrupt this by outside interests, telephone calls, etc.
7. The clinical area is used for specific learning experiences. The value you receive will depend on you and your attitude. Any problems that develop should be discussed privately with course faculty. Undesirable conduct could cause disciplinary action which are discussed further in the UAA Factfinder and in the Ethics and Professionalism Policy in Section XIII.
8. Tactfully decline any gifts or tips from patients for services.
9. Clinical, extramural, and externship activities and assignments are usually very specific. Your assignment areas are not to be changed, except by the course faculty. Cooperate with the staff on your externship assignment and at extramural activities. Tactfully explain any limitations you have because of your student status.
10. Respect the property and personal belongings of others. Be considerate of the clinic areas and clinic personnel.
11. Respect each other, staff, patients, faculty, property of the University and others.
12. Arguments or other disruptions during clinical, preclinical, or lecture courses are considered to be unprofessional behavior.
13. Communication between students and patients, peers and faculty shall demonstrate maturity and responsiveness to the needs of others.
14. In the event of a disagreement, students are expected to discuss the issue with the other person involved. If this does not prove satisfactory, the student may follow UAA grievance procedures.
15. **Cheating in any form is not tolerated in the Dental Hygiene Program. Refer to the UAA Catalog/Factfinder and the UAA Dental Hygiene Program Ethics and Professionalism Policy in Section XIII for disciplinary action related to academic dishonesty.** This includes but is not limited to the following:
 - a. Unauthorized completion or misrepresentation of preclinical/clinical requirements outside the Dental Program facility.
 - b. Copying/pasting, printing/screenshotting or emailing test/quiz questions without permission of faculty.
 - c. Forging faculty or patient signatures.
 - d. Passing on or receiving questions and/or answers to past exams, quizzes, and course activities without faculty permission. This does not include supplemental help notes for use in clinic, which are acceptable.
 - e. Items listed under "Student Code of Conduct" in the UAA catalog/Fact Finder.
16. Professional conduct (language, action, dress) is expected of all students at all times.
17. Address faculty/patients as "Mr., Mrs., Ms., or Dr.," in clinic unless otherwise specified by the individual.
18. All printed matter representing or completed under the auspices of the Dental Programs Department must receive departmental approval prior to circulation.

19. Please note that students may only perform instrumentation on live patients *under the supervision of dental hygiene faculty*, according to the State of Alaska Dental Practice Act, **Sec. 08.36.238**. This means instrumentation on family/friends outside of class is a violation of law.

READMITTANCE INTO THE DENTAL HYGIENE PROGRAM

The following policy applies to Dental Hygiene students who fail to complete the required sequence of studies in dental hygiene and seek re-admittance.

If the student has not completed the first year of the dental hygiene program, the student must reapply to the program. If the student seeking readmittance has progressed to the second year and fails to complete the required sequence of studies, readmission will be based on space available in the clinical and preclinical courses and must have faculty approval. Priority is given to the students who have not interrupted their course of study.

Students who need to repeat a course must have instructor approval. Courses with a DH prefix may only be repeated once.

It is highly recommended that any student who considers suspending their studies speak with a Dental Programs advisor before taking final action. Before readmission, the student **MUST** meet with a Dental Hygiene Program advisor to outline a course of study.

If additions are made to instrument kits, readmitted students are responsible for purchasing the additional items.

UAA STUDENT CODE OF CONDUCT

Students are expected to adhere to the UAA Student Code of Conduct (Code), which outlines standards for students to act honestly and responsibly, showing respect for others. Violations of the Code will result in referral to the UAA Dean of Students for investigation and subsequent disciplinary action as appropriate according to the Code.

The Code and procedures related to enforcing the Code of Conduct are found in [the UAA Fact Finder Student Handbook](#).

UAA faculty members have developed a [web page, which includes resources regarding Academic Integrity and Honesty](#). The site includes material designed to help students understand what plagiarism means and how it can be avoided. Students are required to complete the [Academic Integrity Tutorial](#) before orientation.

The following examples constitute forms of conduct prohibited by the Student Code of Conduct and are not intended to define prohibited conduct in exhaustive terms, but rather to set forth examples to serve as guidelines for acceptable and unacceptable behavior:

CHEATING, PLAGIARISM, OR OTHER FORMS OF ACADEMIC DISHONESTY

Disciplinary action may be initiated by the university and disciplinary sanctions imposed against any student found responsible for committing, attempting to commit, or intentionally assisting in the commission of academic dishonesty. Academic dishonesty applies to examinations, assignments, laboratory reports, fieldwork, practicums, creative projects, or other academic activities.

- a. presenting as their own the ideas or works of others without proper citation of sources;
- b. utilizing devices not authorized by the faculty member;
- c. using sources (including but not limited to text, images, computer code, and audio/video files) not authorized by the faculty member;
- d. providing assistance without the faculty member's permission to another student, or receiving assistance not authorized by the faculty member from anyone (with or without their knowledge);
- e. submitting work done for academic credit in previous classes, without the knowledge and advance permission of the current faculty member;

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- f. acting as a substitute or utilizing a substitute;
- g. deceiving faculty members or other representatives of the university to affect a grade or to gain admission to a program or course;
- h. fabricating or misrepresenting data;
- i. possessing, buying, selling, obtaining, or using a copy of any material intended to be used as an instrument of assessment in advance of its administration;
- j. altering grade records of their own or another student's work;
- k. offering a monetary payment or other remuneration in exchange for a grade; or
- l. violating the ethical guidelines or professional standards of the Dental Hygiene Program.

FORGERY, FALSIFICATION, ALTERATION, OR MISUSE OF DOCUMENTS, FUNDS, PROPERTY, OR ELECTRONIC RECORDS

- a. forgery, falsification, or alteration of records or deliberate misrepresentation of facts on university forms and documents;
- b. misrepresenting the truth during a university investigation or student conduct proceeding and/or making false statements to any university official, faculty member, or office;
- c. misuse or unauthorized use of university identification cards, keys, funds, property, equipment, supplies or other resources such as:
 - a. possession of fake or altered identification;
 - b. unauthorized duplication of any university key or key card;
 - c. lending keys or key cards to individuals not authorized to possess them;
 - d. misusing university computer resources by intentionally making, receiving, accessing, altering, using, providing or in any way tampering with messages, files, electronic storage devices, programs, passwords or other computer users without their permission (as further defined in Board of Regents' Policy 02.07);or
 - e. use or possession of copyrighted material, including, without limitation, software, graphics, text, photographs, sound, video and musical recordings without the express permission of the owner of the copyright in the material, or other legal entitlement to use the material;
- d. falsely representing oneself as an agent of the university, incurring debts or entering into contracts on behalf of the university; or
- e. unauthorized entry into, presence on, or use of property which has not been reserved or accessed through appropriate university officials.

Students are expected to meet course and program academic expectations for functioning safely, responsibly, professionally, and ethically in the didactic and clinical setting. Failure to meet University and/or course standards for ethical and professional behavior may result in grade penalty, course failure and/or program dismissal.

Cheating, plagiarism, forgery and stealing are grounds for dismissal from the Dental Hygiene Program. It is the student's responsibility to maintain the moral standards of academic honesty and ethical behavior.

STUDENT RIGHTS, FREEDOMS AND RESPONSIBILITIES

For a discussion of student rights, freedoms and responsibilities see the [UAA Fact Finder Student Handbook](#) on the website of the Dean of Student's office.

PROFESSIONAL AND ACADEMIC ETHICS

Dental Hygiene Program faculty and students will act in an ethical and legal manner as set forth by the American Dental Hygienists' Association (ADHA) and the Alaska State Dental Practice Act. The UAA Dental Hygiene Program expects all faculty and students to follow the [ADHA Code of Ethics](#). Consequences for unprofessional or unethical

behavior on the part of dental hygiene students may result in more serious consequences than recommended by the Dean of Student's office because of the high standards of the dental hygiene profession.

Dental hygiene education assists the student in acquiring the psychomotor, cognitive and affective behaviors necessary to become a dental hygienist competent to function within the dental profession. To this end, the faculty and Program Director have the responsibility to plan learning experiences designed to assist the student in becoming a competent dental auxiliary. In addition, students must exhibit behaviors consistent with those required to function effectively as part of the dental team.

Professionalism is defined as professional character, spirit or methods. It is the standard practice or methods of a professional as distinguished from an amateur. Behaviors and attitudes required by dental professionals are expected of dental program students. These include but are not limited to:

1. Active participation and attentiveness during lecture, lab, and clinic. The unauthorized use of computers, cell phones, or other devices during lecture/lab/or clinic to e-mail, text, or surf the internet is considered unprofessional behavior. Consequences of such behavior may include dismissal from class with an unexcused absence.
2. Maintaining a respectful attitude of academic integrity towards faculty, staff, visitors, peers and patients.
3. Utilizing communication skills that are appropriate and effective in relating to patients, peers and faculty.
4. Conducting one's self in a manner considered appropriate legally and ethically by members of the dental profession.
5. Assuming responsibility for one's academic and professional development.
6. Complying with the departmental dress code as stated in the clinic manual and Student Handbook. Attendance in scheduled labs and clinics is prohibited if not in compliance with dress code.
7. Protecting the health and safety of the public when performing health care functions. Engaging in professional contact with the public while suffering from a contagious or infectious disease involving serious risk to public health constitutes unprofessional conduct.
8. Tardiness and unexcused absences are viewed as unprofessional behavior.
9. Professional conduct (language, action, dress) is expected of all students at all times.
10. Treatment standards for patients should meet the standard of care for the local area.

PROCEDURE FOR EVALUATION OF PROFESSIONAL CONDUCT

Professional judgment is evaluated during all didactic, preclinical, and clinical procedures and may be evaluated at other times during the educational process. The faculty will use personal judgment in evaluating students' professional conduct. Student conferences may be held each semester, or at the faculty's(s') discretion to review use of professional judgment and advancement through the program. **A student receiving three written notifications for unprofessional/unethical behavior (as stated in the UAA Dental Hygiene Program Ethics and Professionalism Policy, Section XIII) during his/her time in the program may be dismissed.**

SOCIAL MEDIA POLICY

PURPOSE:

The Dental Hygiene Program supports the use of social media to reach audiences important to the University such as students, prospective students, faculty and staff. The University presence or participation on social media sites is guided by university policy. This policy applies to Dental Hygiene Program students who engage in Internet conversations for school-related purposes or school-related activities such as interactions in or about clinical and didactic course activities. Distribution of sensitive and confidential information is protected under HIPAA and FERPA whether discussed through traditional communication channels or through social media.

GENERAL INFORMATION:

Social media are defined as mechanisms for communication designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content.

While this policy may need to be modified as new technologies and social networking tools emerge, the spirit of the policy will remain the protection of sensitive and confidential information. Social media often spans traditional boundaries between professional and personal relationships and thus takes additional vigilance to ensure that one is protecting personal, professional, and university reputations.

As students, you will want to represent the University and the School in a fair, accurate, and legal manner while protecting the brand and reputation of the institution.

When publishing information on social media sites, remain cognizant that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others. As one person remarked, "If you wouldn't put it on a flier, carve it into cement in the quad or want it published on the front of the Wall Street Journal, don't broadcast it via social media channels."

Be aware that you can be held personally and legally responsible for your publicly made opinions and comments, even on personally maintained sites and pages. This not only applies to the confidential information covered by HIPAA and FERPA, but also to any proprietary information from either the University, its community clinical stakeholders, or other organizational partners.

POLICY:

- I. Do not post proprietary information or content about the university, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a University of Alaska Anchorage Dental Hygiene student.
Do not use copyrighted photos or written content without properly citing the source or gaining permission from the source prior to use. Remember, people's images require permission to use; you may not video record, audio record, or photograph professors or fellow students for personal or social media use without their permission.
- II. It is your responsibility to protect confidential, sensitive, and personally identifiable information. Do not discuss your clinical experiences outside of the academic setting and follow HIPAA and FERPA guidelines at all times.
Confidential or personally identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage. Students must not video record, audio record, or photograph patients/clients without written permission of the patient/client and of the facility. Remember, even if you do not post a name or a photo, others may recognize the patient characteristics.
- III. Be aware of your association with University of Alaska Anchorage in online social networks. If you identify yourself as a student, ensure your profile and related content is consistent with how you wish to present yourself to colleagues, clients, and potential employers.
Identify your views as your own when creating a personal site or commenting on other sites. When posting your point of view, you should neither claim nor imply you are speaking on University of Alaska Anchorage's behalf, or that of our clinical sites and partners, unless you are authorized to do so in writing. We recommend you use your personal e-mail account, rather than your University account or one provided by a community partner, when you create social media accounts.

- IV. Do not use University of Alaska Anchorage or the Dental Hygiene Program or community partner marks, such as logos and graphics, on personal social media sites. Do not use University of Alaska Anchorage's name, or those of community partners', to promote a product, cause, or political party or candidate.
Use of the UAA or Dental Hygiene Program marks (logos and graphics) for school sanctioned events must be approved (posters, fliers, postings) by administration. Do not use marks of community partners for any reason unless you obtain permission in writing from their Administration.
- V. Do not identify your connection to the University if you plan to disparage the University or its community partners. *If your online activity or posts will disparage the University or its community partners' reputation, brand, sponsors, leadership, employees or their services, do not refer to or identify your connection with the University. Be aware of libel and slander laws and seriously weigh the risk of engaging in online activities that might cross those legal lines and leave you vulnerable to a civil lawsuit. Many (almost all) organizations are prepared to vigorously defend their reputations and your status as a student contains no inherent legal protection.*
- VI. Adhere to standards of professional conduct at all times when engaging online as a School of Allied Health student. *Understand that perception is reality. In online social networks, the lines between public and private, personal and professional, are blurred. By identifying yourself as a School of Allied Health student, you are creating perceptions about your expertise and about School of Allied Health. Ensure that all content associated with you is consistent with your work and with the Dental Hygiene Program's values and standards. Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct, such as bullying, that would not be acceptable in the professional workplace. Ultimately, you have sole responsibility for what you post.*
Be smart about protecting yourself, your and others privacy, and confidential information.

CONSEQUENCES:

- I. FERPA violations will go to the University for review, while HIPAA violations will be documented and reported to the clinical agency. Students will be subject to all disciplinary actions recommended by the University and/or clinical agency.
- II. Students who violate patient/client privacy or share confidential or unprofessional information will be subject to disciplinary action including failure in a course and/or dismissal from the program.
- III. Students who do not adhere to standards of professional conduct will be subject to disciplinary action.
- IV. Each student is legally responsible for his/her actions and for their individual postings. Students are subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable law. Students are also liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

PROFESSIONAL CONDUCT VIOLATION CONSEQUENCES

Dental Hygiene students must adhere to the [UAA Student Code of Conduct](#), the Dental Hygiene Program/course policies, and the [ADHA Code of Ethics](#). In addition, dental hygiene students must adhere to the policies and procedures of the assigned clinical agencies and function professionally during course-related clinical experiences. If students do not follow pertinent policies and codes, or if their behavior is considered disruptive in the clinical setting, then they may be subject to discipline based on the UAA Dental Hygiene Program Ethics and Professionalism Policy (Section XIII). Under this Policy, a student is formally notified that their behavior has been unacceptable, that they must reflect to understand their behavior, seek guidance, and, most importantly, they must change the behaviors associated with the documented infraction(s). If the behavior does not change and there are additional infractions of a similar nature, then the student could face course failure and/or program dismissal.

Behavior in Clinical Agencies. Students are guests in clinical agencies, who are expected to follow the policies and procedures of the agency, to follow the direction of the supervising dentist or dental hygienist, to engage cooperatively and professionally on a clinical unit, and to follow the direction of the UAA instructor. If problems arise, clinical agencies have the right to ask a student to be removed from the agency. If a student is asked to be removed from a clinical agency for cause, for unprofessional or unethical behavior, disruptive behavior, ineffective communication, or any behavior that has the potential to reduce the safety of others, then the student could be given a notice of unprofessional behavior. The Dental Hygiene Program will attempt to find another placement for the student; although, the student should be aware s/he may not be able to complete the course.

GIFTS TO AND FROM STUDENTS

Students are strongly discouraged from accepting gifts from patients and families. Health care agencies have ethical guidelines for their employees regarding the acceptance of gifts and students should follow these guidelines. Although not strictly forbidden in the ADHA Code of Ethics, the concern for professional boundaries, appropriate relationships with patients and provision of professional care support the non-acceptance of gifts from patients. Students should consider cultural norms and the unique situation to decide the correct course of action when presented with a gift. Generally, a *thank you* card, a small treat, or token of appreciation is acceptable, but any monetary gift or gift of value should not be accepted.

Gifts to instructors are discouraged using the same ethical principles that guide the student-patient relationship. Appreciation can be expressed to instructors through very small tokens or most appropriately, through *thank you* cards or letters of appreciation, which can be added to faculty evaluation files, which are used for promotion and tenure review for faculty.

SUBSTANCE ABUSE POLICY

Students are expected and required to report to class in appropriate mental and physical condition. It is our intent and obligation to provide a drug-free, healthy, safe and secure learning environment. The manufacture, distribution, dispensation, possession or use of illegal, controlled substances on University premises or clinical sites is absolutely prohibited. Violations of this policy will result in disciplinary action. The University recognizes drug dependency as a major health problem. The University also recognizes drug abuse as a potential safety and security problem.

This policy may include drugs that have been obtained with a prescription. Engaging in dental hygiene activities or coming to class, the workplace, computer laboratory, and the laboratory classroom while under the influence of alcohol or controlled substances constitute unprofessional practice and will not be tolerated. Possessing and/or using alcohol or controlled substances on campus violates UAA policy (described in the UAA Catalog, Student Life Section) and may subject the student to University discipline.

PROCEDURE WHEN SUBSTANCE ABUSE IS SUSPECTED

The following behaviors may indicate substance abuse by a student: change in behavior, chronic lateness, missed assignments, erratic or uneven performance in clinical or classroom settings, chronic alibiing (excuse-making), possible odor of alcohol on breath.

A faculty member who suspects substance abuse by a student is advised to discuss the behavior that led to the suspicion with the Program Director. When indicated, consultation with faculty members with special expertise in substance abuse may be sought. When indicated, the faculty member will initiate a conference with the student. At the conference:

- The suspicion of substance abuse and supporting evidence will be conveyed to the student.
- The potential and professional consequences of substance abuse will be conveyed to the student.
- The student is given the opportunity to respond verbally and in writing.
- Options for substance abuse treatment or, if indicated, other forms of counseling will be discussed with the

student.

- A summary of each conference with a student regarding the possible substance abuse will be written. The faculty member and the student shall sign the original. The student's signature shall be construed to mean that the conference occurred and that the summary accurately describes the conference content and outcomes (original placed in the student's file, a copy to the student). Conference Summaries regarding possible substance abuse shall be retained in the student's file until graduation and at that time removed and destroyed.

PROCEDURE WHEN STUDENT APPEARS UNDER INFLUENCE

Procedure when a student appears to be under the influence of a chemical substance in the clinical setting:

- The instructor will confront the student with the suspicion that s/he is under the influence of a chemical substance (drugs or alcohol).
- The instructor will share the specific observations that led to the suspicion with the student.
- If the student admits that s/he is under the influence of a chemical substance, s/he will be required to leave the clinical setting immediately.
- If the student denies being under the influence of a chemical substance and the evidence is strong (e.g., odor of alcohol on breath or use of a drug observed by an instructor, a staff member or another student), the student will be immediately requested to have a urinalysis and blood drawn for a toxicology screening. Refusal to undergo a toxicology screening will result in the student being required to leave the clinical setting immediately.
- If the student denies being under the influence of a drug and the evidence is unclear, the student will be allowed to remain in the clinical setting unless, in the instructor's judgment, safety would be compromised.
- Prior to the next class/clinical day, the student will be required to meet with the instructor to discuss the behavior that led to the suspicion and to develop a plan for preventing similar behavior in the future.
- If a student has been under the influence of a controlled substance in a clinical setting, the student will not be permitted to return until a satisfactory plan for preventing future occurrences has been achieved.

Student Ride Home When Under Influence - Students required to leave the clinical setting for being under the influence of a chemical will not be allowed to drive themselves home. The process for ensuring that the student arrives home safely will be as follows:

- The student will call someone to come to drive him/her home.
- If there is no one to call: The student will contact a taxi cab to drive him/her home at student expense.
- If the student cannot pay for a cab, the instructor will call a taxi cab and pay the cab fare in advance. The receipt for the "in-advance" cab fare should be turned in for a petty cash reimbursement.

PLAN FOR PREVENTING FUTURE OCCURRENCES

The plan for preventing future occurrences may include the following elements:

- Requirement that the student undergo a substance abuse evaluation by a qualified counselor approved by the program director or designee.
- Requirement that the student comply with counseling recommendations resulting from the evaluation with documentation of compliance to be provided by the counselor to the Dental Assisting Program director at least every six weeks until, in the judgment of the counselor, treatment is no longer required.
- Requirement that the student agree to undergo an immediate toxicology screening when requested to do so "for cause" in the clinical setting. "For cause" is defined as exhibiting behaviors suggestive of being under the influence of a chemical substance. The cost of the substance abuse evaluation, recommended counseling and required toxicology screening shall be the responsibility of the student. Refusal to agree to a plan including the elements described above will result in the student being dismissed from the program.

STUDENT'S CONTINUED PRESENCE IN CLINICAL SETTING

A judgment that the student's continued presence in the clinical setting constitutes a threat to safety or the clinical environment is justified if:

- The patients to whom the student is providing care may be harmed by that care;
- The student is disrupting the clinical environment for others; OR
- The student requires such close supervision by the instructor that other students cannot be adequately supervised if the student remains in the setting.

CONFERENCE SUMMARY

In all cases involving admitted or suspected substance abuse in the clinical setting, a Conference Summary will be written. The Conference Summary will include the following:

- A description of the behavior that resulted in the need for a conference.
- A description of the conference and its outcomes, including any plan that is developed to prevent similar situations in the future or a refusal by the student to participate in the development of such a plan.
- The original Conference Summary will be signed by the faculty member, the student and, if appropriate, the Program Chair. The student's signature shall be construed to mean that the conference occurred and that the summary accurately describes the conference content and outcomes (original to be placed in the student's file with a copy going to the student).
- Conference Summaries regarding possible substance abuse shall be retained in the student's file until graduation and at that time shall be removed and destroyed.

DRUG SCREENING

Students may be required by the assigned clinical agency to undergo a drug-screening test on or before the first day of their clinical experience. The test may be at the student's expense. Students should be aware of the following:

Avoid Poppy Seeds before Drug Screening. There have been several instances when students ingested poppy seeds (e.g., Costco poppy seed muffins) prior to a drug screening test that resulted in a positive test. When this happens, the individual must go to a commercial lab for further testing (at the individual's expense). The test can cost \$75.00 and it can take an additional 3 to 5 days to obtain the results. We recommend the following:

Avoid any product containing poppy seeds for four (4) days prior to a drug screening test. This includes poppy seeds contained in bagels, muffins, breads, cakes and poppy confectionary bars.

If a substance abuse test result is positive, the student will be denied access to the clinical setting in accordance with this handbook.

SECTION VII - CLINICAL POLICIES

DOCUMENTATION OF HEALTH STATUS

Students enrolled in the Dental Hygiene Program are required to provide documentation of having the following health status requirements. All must be completed, or the series initiated if multiple dose, by orientation.

INITIAL REQUIREMENTS

- **Rubeola, Mumps and Rubella:** immunity must be demonstrated by one of the following:
 - MMR 2-dose series, documented
 - Blood test showing immunity to Rubeola, Mumps, and Rubella
- **Varicella (Chicken pox):** immunity must be demonstrated by one of the following:
 - Varicella two-dose series, documented
 - Blood test showing immunity to Varicella
- **Tdap: (Tetanus, Diphtheria, Pertussis):** immunity must be demonstrated by:
 - Tdap vaccine as an adult, documented

- *NOTE: Pregnant healthcare workers need to get a dose of Tdap during each pregnancy.*
- **Tuberculosis:** freedom from active tuberculosis infection must demonstrated by one of the following:
 - Initial negative indicated by 2-step tuberculin skin test (TST) (also known as the Purified Protein Derivative or PPD test), documented OR
 - Quantiferon Gold TB Test, documented
- **Hepatitis A:** immunity must be documented by 2-dose series
- **Hepatitis B:** immunity demonstrated by the following, based on recommendations from the CDC:
If it has been **less than 5 years** since the completion of the three dose hepatitis B series, you should:
 - Have a hepatitis B titer drawn
 - A positive response indicated immunity. Submit official documentation. Requirement is met.
 - A negative response indicates no or low immunity. Procedure is:
 - Start a second hepatitis B series of three additional vaccine doses followed by 2nd titer.
 - Dose #4 – immediately
 - Dose #5 – One month later
 - Dose #6 – Five months after dose five
 - 1-2 months after dose six, receive a titer
 - A positive response indicated immunity. Submit official documentation. Requirement is met.
 - A negative response after six total doses indicates a non-responder and not immune. Submit official documentation. No further hepatitis immunizations or titers are needed. Although student must accomplish the following:
 - Healthcare Provider Counseling. Those who have not demonstrated immunity must see the Compliance Coordinator in the UAA Student Affairs Office. Student will be referred to a health care provider with a specific form to guide the provider. Student will discuss precautions required in the clinical setting, as well as any further treatment or testing. Student should also understand any prophylaxis, follow up for bloodborne exposure. The form must be signed by the provider and returned to the Compliance Coordinator in Student Affairs.

If it has been **more than 5 years** since you completed the three dose hepatitis B series, you should:

- Receive one dose (4th dose) of hepatitis B vaccine followed by a hepatitis B titer 1-2 months later
 - A positive response indicated immunity. Submit official documentation. Requirement is met.
 - A negative response indicates no or low immunity.
 - Complete the second hepatitis B series of additional vaccine doses followed by 2nd titer.
 - Dose #5 right away
 - Dose #6 five months after receiving dose #5
 - 1-2 months after dose six, receive a titer
 - A positive response indicated immunity. Submit official documentation. Requirement is met.
 - A negative response after six total doses indicates a non-responder and not immune. Submit official documentation. No further hepatitis immunizations or titers are needed. Although student must accomplish the following:
 - Healthcare Provider Counseling. Those who have not demonstrated immunity must see the Compliance Coordinator in the UAA Student Affairs Office. Student will be referred to a health care provider with a specific form to guide the provider. Student will discuss precautions required in the clinical setting, as well as any further treatment or testing. Student should also understand any prophylaxis, follow up for bloodborne exposure. The form must be signed by the provider and returned to the Compliance Coordinator in Student Affairs.

RECURRING REQUIREMENTS

- **Annual Tuberculosis Skin Testing (or PPD)** must demonstrate tuberculin status.
 - TST/PPD is negative no further action needed
 - TST/PPD is positive, then the following is required:

- Proof of negative chest x-ray followed by annual health examination by an approved health provider (medical doctor, osteopath, nurse practitioner or physician's assistant).
- **Annual Influenza (Flu)** vaccination
- **10-year booster Td** (Tetanus, Diphtheria) a booster is required every 10 years after the initial vaccine (must remain current throughout the Dental Hygiene Program)

RECOMMENDED IMMUNIZATIONS/SCREENING

- **Human Immunodeficiency Virus (HIV) Screening** – results are not required and should not be turned in.
- **Meningitis** vaccination

DECLINING IMMUNIZATIONS

The primary purpose of vaccinations is to protect the student clinician from infectious diseases. Students that are unable or unwilling to obtain one or more of the required vaccinations must complete and submit a vaccination declination form that may be obtained from the Program Director.

BASIC LIFE SUPPORT

Students must provide documentation of current certification in infant, pediatric and adult basic life support (BLS), one and two-man rescue and automatic external defibrillator (AED). Certification as a BLS instructor is acceptable. Heart Saver courses and American Red Cross Courses for the general public are NOT acceptable. Courses approved by the American Heart Association or the American Red Cross are required by state statute/regulations. Certification must remain current throughout the entire program. Proof of certification is due at orientation.

PROFESSIONAL BACKGROUND CHECKS FOR LICENSURE and CLINICAL SITE ROTATIONS

Students enrolled in the Dental Hygiene Program are seeking a professional license as a dental hygienist. State Dental Boards are guided by statutes and regulations that govern the licensure requirements for dental professionals. The State of Alaska has a list of barrier crimes/conditions that may impact an applicant's ability to obtain a dental hygiene license. According to Sec. 08.32.014 of the Alaska State Dental Statutes, an applicant for a license to practice dental hygiene shall...provide evidence to the board that the applicant:

- is not the subject of an adverse report from the National Practitioner Data Bank or the American Association of Dental Boards Clearinghouse for Board Actions that relates to criminal or fraudulent activity or dental malpractice;
- is not impaired to an extent that affects the applicant's ability to practice as a dental hygienist;
- has not been convicted of a crime that adversely reflects on the applicant's ability or competency to practice as a dental hygienist or that jeopardizes the safety or well-being of a patient

A Level III Professional Background Information Services (PBIS) credential review (background check) is required as evidence for some of the above.

Some clinical sites require criminal background checks for dental hygiene students. Background checks will be required to participate in clinical rotations and financial cost is the students' responsibility (~\$75 each).

Applicants/students with concerns about infractions/crimes that may impact their eligibility/ability to obtain/maintain licensure as a registered dental hygienist should contact the [Alaska State Board of Dental Examiners](#).

HEALTH INSURANCE AND STUDENTS ILLNESS OR INJURY

It is required that students maintain personal health insurance throughout their enrollment in the Dental Hygiene

Program. The [UAA Student Health Services website](#) provides information on the UAA website about governmental and lower cost options. Please note that insurance is general only available for purchase during Open Enrollment, Nov. 1- Dec. 15, with some exceptions.

Expenses incurred from injuries or illnesses sustained or contracted during clinical learning experiences are not covered by either the University or the clinical agency. Such expenses are the responsibility of the student.

Students can use the Student Health Center for minor injuries or illnesses sustained while in the program.

LATEX ALLERGY POLICY

Latex products are common in health care environments. Some individuals are sensitive or allergic to latex, and sensitivities and allergies to latex can develop or become more serious with repeated exposure to latex. Allergic responses to latex can range from irritation and allergic contact dermatitis to the possibility of life threatening anaphylactic shock. The University of Alaska Anchorage, College of Health has established guidelines to provide information about latex exposure to College of Health program applicants, students, faculty and staff.

Latex-free environments are seldom available in either clinical or academic settings. Therefore, an individual with a latex allergy/sensitivity wearing alternative vinyl or nitrile gloves is still exposed to latex residue of others working in the area or to latex present in the equipment, models and mannequins. Although latex gloves are the most prominent source of latex allergen, many other products contain latex including, but not limited to:

- Blood pressure cuffs, medication vials, syringe connectors and wound drains
- Stethoscopes, catheters, respirators, and goggles
- Oral and nasal airways, surgical masks, and electrode pads
- Endotracheal tubes, syringes, IV tubing, and tourniquets

Any individual who has or develops symptoms consistent with latex allergy/sensitivity is advised to consult a qualified allergist for evaluation prior to enrollment in any College of Health program. All such evaluations are at the individual's expense.

For all matters related to one's health, the utmost precautions should be taken by the individual to reduce the risk of exposure and allergic reactions. This may include the individual carrying an epi-pen or other precautions as advised by the individual's health care provider. It is the responsibility of the individual to understand and acknowledge the risks associated with continued exposure to latex during a clinical education and healthcare career and to regularly consult with the individual's health care provider. Individuals are expected to meet all essential requirements and technical standards of their program with or without reasonable accommodation.

In an effort to minimize the presence of latex in the College's lab facilities, UAA College of Health provides latex-free and powder-free gloves in all College lab facilities. If a clinical agency site does NOT provide latex-free gloves, the College will provide latex-free gloves for clinical use. Additionally, the College is taking the following steps to minimize latex in its lab facilities:

- 1) Replacement of all gloves in use by faculty and students with nitrile or vinyl gloves.
- 2) Maintaining an inventory of all products/equipment and supplies in learning labs and in clinical simulation labs that contain or could contain latex.
- 3) Purchasing latex-safe supplies and equipment whenever possible.

To request a reasonable accommodation for a disability, including a latex-related condition, students should contact UAA Disability Support Services at (907) 786-4530, and employees and guests should contact the ADA/Section 504 Coordinator at (907) 786-1425 or mlyerkes@uaa.alaska.edu.

PROFESSIONAL LIABILITY INSURANCE

All students enrolled in the Dental Hygiene Program are covered by student professional liability insurance through University of Alaska Statewide Risk Management. The cost of this insurance is covered by course fees.

STUDENT NAME TAGS

All UAA Dental Hygiene students are required to wear a UAA Dental Hygiene name tag at all times in any clinical area. One name tag will be issued to each student in the first semester. Students should contact the Sterilization Specialist to report a lost name. A fee will be charged to replace student name tag.

PERSONAL PROTECTION AND INFECTION CONTROL OVERVIEW

Student appearance is a reflection of the individual and of the School of Allied Health. A professional, neat and well-groomed appearance must be maintained during clinical experiences. All students must adhere to the dress code in clinical situations, to include displaying the UAA student name tag at all times.

1. Students work with hazardous equipment, materials, and devices and in an environment contaminated by bacteria and viruses. Students will be instructed in safety protocol in courses. For the health and safety of students and others, infection control safety and grooming policies are strictly enforced.
2. Proper clinic attire is required for all clinical and laboratory sessions.
3. No jewelry may be worn during preclinic, laboratory, or clinical classes for infection control and safety purposes.
4. Professional appearance dictates that tattoos must be covered during preclinic and clinical sessions.
5. Students are not permitted to work in clinic when under the influence of intoxicants, drugs, or medications affecting psychomotor responses. Students suspected of substance abuse may be subjected to a drug test.
6. You should know all legal implications that affect you. Do not perform any procedure or operate any equipment unless you are given permission to do so by faculty.
7. Clinical dental hygiene requires the ability to sit for long periods of time, good to excellent eye-hand coordination, and excellent fine hand motor skills.
8. Dental hygienists are exposed to bacteria and viruses. In order to protect the patient, students, faculty and staff from disease, infection control standards will be strictly enforced. Refer to DH A220 Introduction to Preventive Dentistry and the Clinic Handbook for specific criteria.
9. Any student with an infectious disease or condition is not to enter the clinic until receipt of a memo from their physician stating their condition is no longer transmissible is presented to the clinical faculty or faculty determine the student's presence will not adversely affect others.
10. The use of protective glasses, face masks and surgical type gloves is required. Due to the nature of providing oral hygiene therapy, excellent vision at approximately an arm's length distance for 3-4 hour sessions is required. An eye examination (within the last year) prior to the first day of classes is recommended. The use of safety glasses is required during all preclinical, laboratory, and clinical sessions. For students wearing contact lenses, it is highly recommended the lenses be removed during clinic/preclinic and lab sessions and regular glasses be used in conjunction with safety glasses. The student's ophthalmologist or optometrist should be consulted if there are questions as to if contact lenses must be used or if framed glasses should be used. UAA and the UAA Dental Hygiene Program staff and faculty assume no responsibility for any ocular damage or injury.
11. Maintain an up-to-date Medical/Dental History in your personal file. Inform the clinical director of any relevant changes.
13. Current Health Care Provider (American Heart Association) or Professional Rescuer (American Red Cross) certification in Cardiopulmonary Resuscitation/AED for infants, children, and adults is required. First year students must present proof of certification at orientation. Certification must be kept current until graduation.

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14. Proof of current (one year or less) dental examination is to be provided at orientation with a care plan addressing diagnosed oral disease. New students are required to have a dental prophylaxis by in UAA's Dental Hygiene Clinic early in the first semester of the program. There is no charge for Dental Hygiene full majors.
15. Professional liability insurance is maintained throughout the duration of the student's enrollment in Dental Hygiene courses. Premiums are part of course lab fees and insurance purchase is handled through the program.
16. Students may be required to undergo drug testing for clinical rotations and may be denied clinical experience necessary for graduation if a drug test is positive.
17. Students may be required to have background checks for off-campus rotations and may be denied clinical experience necessary for graduation if they are not approved by the site to participate in course activities.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

In accordance with the OSHA Bloodborne pathogens standard, 29 CFR 1910.1030, the following exposure control plan has been developed.

1. Exposure Determination

OSHA requires employers to perform an exposure determination concerning which employees may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (**i.e. employees are considered to be exposed even if they wear personal protective equipment**). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. At this facility, the following job classifications are in this category:

Dental Assistant
Dental Hygienist
Dentist
Front Desk Specialist
Dental Clinic Support Specialist

Students enrolled in this educational facility are not considered employees protected under OSHA Regulations, however, for training and safety purposes students are required to maintain the same standards as employees. (The exceptions: students purchase and launder their own clinical attire following strict protocol to minimize the spread of bloodborne pathogens, and they provide their own protective eyewear.)

In addition, if the employer has job classifications in which some employees may have occupational exposure, then a listing of those classifications is required. Since not all the employees in these categories would be expected to incur exposure to blood or other potentially infectious materials, tasks or procedures that would cause these employees to have occupational exposure are also required to be listed in order to clearly understand which employees in these categories are considered to have occupational exposure. The job classifications and associated tasks/procedures for these categories are as follows:

Job Classification	Tasks/Procedures
Dental Assistant	Prepare local anesthesia with armamentarium Storage, handling disposal of contaminated sharps Assist with suturing or a surgical procedure Examination of oral cavity
Dental Hygienist	Prepare and administer local anesthesia Storage, handling, disposal of contaminated sharps Examination of oral cavity Suture removal Debridement and soft tissue curettage Sharpening contaminated instruments Ultrasonic (aerosol with saliva/blood contaminants)
Dentist	Examination of oral cavity Handling of sharps, surgical instruments Debridement and soft tissue curettage Handling of contaminated instruments

High speed (aerosol with saliva/blood contaminants)
Root canal procedures (exposure to exudate, blood and saliva)

Front Desk Specialist Administrative duties usually do not involve contact with bloodborne pathogens

Dental Clinic Support Specialist

Process contaminated instruments
X-ray processor maintenance
Handling, disposal of x-ray solutions
Handling and disposal of sharps
Exposure to toxic chemicals, aerosols

2. Implementation Schedule and Methodology

OSHA also requires that this plan include a schedule and method of implementation for the various requirements of the standard. The following complies with this requirement:

Annual training will be presented to employees. New issues of importance are discussed at periodic staff meetings. Content will include the University of Alaska Anchorage Dental Program exposure control plan and information on Bloodborne pathogens and hazardous materials. Documentation will include:

- The dates of the training sessions
- The information provided at the sessions
- The names and qualifications of the people providing the training

This information will be retained for three years. Employers must consider the use of safer needle devices when they conduct their annual review of their exposure control plan. Safer sharps are considered appropriate engineering controls, the best strategy for worker protection. This provision will allow the code to be more performance-based and to keep up with changes in technology.

Frontline employees will be involved in selecting safer devices will help ensure that workers who are using the equipment have the opportunity for input into purchasing decisions.

Compliance Methods

Standard precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious material. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be utilized to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, personal protective equipment shall also be utilized. At the UAA Dental Clinic facility, the following engineering controls will be utilized:

Disposable, puncture resistant, properly labeled sharps containers which are disposed of through a licensed contractor

- Use of equipment with integrated safety features
- Use of cassettes for instrument handling and sterilization
- Use of appropriate PPE (Personal Protective Equipment)
- Use of Dental Dam during restorative procedures
- Use of guards for administering anesthesia
- Use of face shields to limit exposure to excessive aerosols

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The above controls will be examined and maintained on a regular schedule. The schedule for reviewing the effectiveness of the controls is as follows:

Daily	Dental Clinic Support Specialist and clinical course faculty
Annually	Non-managerial health care workers
	Clerical/administrative staff receives awareness training

Handwashing facilities are also available to the employees who incur exposure to blood or other potentially infectious materials. OSHA requires that these facilities be readily accessible after incurring exposure. At this facility, handwashing facilities are located in:

Patient Operatories
Sterilization Laboratory Room
Restrooms
Lecture Room
Combination Lecture/Laboratory Room

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or other potentially infectious materials, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials are present.

All procedures will be conducted in a manner which will minimize splashing, spraying, splattering and generation of droplets of blood or other potentially infectious materials. Methods which will be employed at this facility to accomplish this goal are:

- Preprocedural mouthrinse to limit bioburden
- Proper handwashing techniques
- High Volume Evacuation (HVE) when appropriate
- Scoop or one-handed recapping of needles
- Utilizing the safest fulcrum for instrument sharpening techniques

Contaminated Equipment

Equipment which has become contaminated with blood or other potentially infectious materials shall be examined prior to servicing or shipping and shall be decontaminated as necessary unless the decontamination of the equipment is not feasible.

Personal Protective Equipment

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. The protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

Protective clothing will be provided to employees in the following manner:

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- Disposable gloves (nitrile), face masks, face shields, disposable gowns and lab coats are available in supply room.
- Protective eyewear is provided.
- Lab coats are provided.

The Dental Clinic Support Specialist orders these supplies and disburses them.

Gloves	All procedures to include oral examinations, surgical, restorative, hygiene and endodontic procedures. A variety of glove compositions will be provided based on employee/procedural needs.
Protective eyewear	All procedures except radiographic exposures
Face Shield	Conditions involving excessive aerosols (blood and saliva contaminants)

All personal protective equipment will be cleaned or disposed of by UAA at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

All garments which are penetrated by blood shall be removed immediately or as soon as feasible. All personal protective equipment will be removed prior to leaving the work area. The following protocol has been provided to facilitate leaving the equipment at the work area:

- Disposable PPE will be discarded in properly labeled biohazard containers.
- Contaminated protective eyewear will be decontaminated and returned to the supply room.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials, non-intact skin, and mucous membranes. Gloves will be available in the supply room and at the individual operatory. Dental Clinic Support Specialist will verify the supplies are appropriate and have current expiration dates. Gloves will be used for procedures as indicated above.

Disposable gloves used at this facility are not to be washed or decontaminated for reuse and are to be replaced as soon as practical when they become torn, punctured, or when their ability to function as a barrier is compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Masks in combination with eye protection devices, such as goggles or glasses with solid side shield, or chin length face shields, are required to be worn whenever splashes, spray, splatter, or droplets of blood or other potentially infectious materials may be generated and eye, nose, or mouth contamination can reasonably be anticipated. Situations at this facility which would require such protection are as follows:

An emergency in which there may be arterial bleeding
All hygiene procedures to include debridement and soft tissue curettage
All dental procedures to include surgical, endodontic and restorative

The OSHA standard also requires appropriate protective clothing to be used, such as lab coats, gowns, clinic jackets, or similar outer garments. The following situations require that such protective clothing be utilized:

- An emergency in which there may be arterial bleeding.
- When special clothing is needed and used, it must be changed/launched or discarded as soon as possible.
- This facility will be cleaned and decontaminated after use with approved disinfection methods.

Decontamination will be accomplished by utilizing the following materials:

- Bleach in 1:10 solution
- Lysol Disinfectant 1 oz./gallon
- Intermediate grade disinfectant or similar product

All contaminated work surfaces will be decontaminated after completion of procedures and immediately or as soon as feasible after any spill of blood or other potentially infectious materials, as well as at the end of the work shift if the surface may have become contaminated since the last cleaning. Instruments will be autoclaved.

All non-biohazard bins, pails, cans, and similar receptacles shall be inspected and decontaminated on a regularly scheduled daily basis by UAA Facilities. All biohazard containers are disposable and processed by contract.

Any broken glassware which may be contaminated will not be picked up directly with the hands. The following procedure will be used:

- Gloves will be worn.
- Broken glass will be swept up with cardboard or heavy paper into a small box or container.
- The container or cardboard will then be discarded into a biohazard waste container.

If blood is spilled on a carpet, contact UAA Facilities as their personnel will utilize a quaternary acid restroom cleaner.

If blood is spilled on a tile surface or floor:

- Don gloves.
- Spray the area with a 1:10 bleach solution.
- Let the bleach solution stand for 1 to 2 minutes to disinfect.
- Use gloves and paper towels and wipe up the blood drops on the floor.
- Discard disinfected towels and gloves in regular trash. (They are no longer a biohazard.)
- Wash hands thoroughly.

If there is a pool of blood on the floor, contact UAA Facilities.

Regulated Waste Disposal

All contaminated sharps shall be discarded as soon as feasible in properly labeled sharps containers which are located in the facility. Sharps containers are located in:

Dental Clinic and Sterilization area
Laboratory
Dental Classroom

Regulated waste other than sharps shall be placed in appropriate containers. Such containers are located in:
Dental Clinic

Contaminated waste/biohazards are disposed of through a licensed contractor.

Laundry Procedures UAA supplies and launders smocks/scrubs/ lab coats at no cost to the employee. Disposable products are also available and are properly disposed of after use.

Hepatitis B Vaccine

(Dental Program's Students are required to pay for their own vaccinations.)

All employees who have been identified as having exposure to blood or other potentially infectious materials will be offered the Hepatitis B vaccine, at no cost to the employee. The vaccine will be offered within 10 working days of their initial assignment to work involving the potential for occupational exposure to blood or other potentially infectious materials unless the employee has previously had the vaccine or who wishes to submit to antibody testing which shows the employee to have sufficient immunity.

Employees may decline to accept the HBV vaccination. An employee who refuses to take the vaccination must sign a statement indicating that he or she has been given the opportunity to receive the vaccination but has declined to do so.

Employees who initially decline the vaccine but who later wish to have it, may then have the vaccine provided at no cost. The Clinical Director has the responsibility for assuring that the vaccine is offered or the waivers are signed. The vaccine will be administered by the Student Health Center or through UAA contract service.

Post Exposure Evaluation and Follow-up (Students must pay for their post exposure evaluation and follow-up, however, they are advised and supported regarding these procedures.)

When the employee incurs an exposure incident, it should be reported immediately to the Program/Clinical Director, and an [incident report](#) should be filed with the Department of Environmental Health and Safety and Risk Management Support.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA standard:

- Documentation of the route of exposure and the circumstances related to the incident.
- Finding out, by reasonable attempt, whether or not the source individual is infected with HBV, HIV, or any other Bloodborne disease (department expense).
- If possible, the identification of the source individual and, if possible, the status of the source individual. The blood of the source individual will be tested (after consent is obtained) for HIV/HBV infectivity.
- Results of testing of the source individual will be made available to the exposed employee with the exposed employee informed about the applicable laws and regulations concerning disclosure of the identity and infectivity of the source individual.
- If the source individual refuses to be tested, tests positive, or already knows that he or she has the HBV virus, the Dental Program Program/Clinic Director will take these steps:
 - Make sure the employee is evaluated both clinically and by HIV antibody testing as soon as possible.
 - Advise the employee to get medical attention if he or she experiences any flu-like symptoms or other illness within 12 weeks following the exposure. Offer repeat HIV testing to exposed employees at 6 weeks, 12 weeks, and 6 months after the exposure. These medical procedures are offered at no cost to the employee through UAA's contract service and must be approved by the UAA EHS Director (786-1351).

If the patient has been exposed or potentially exposed to HBV, follow-up procedures will depend on whether or not the worker has received the HBV vaccination, and the HBV status of the source patient.

The department must provide the contracted referral health professional with the following information to facilitate the evaluation:

- The employee's name and employee number
- The supervisor's name, title, and phone number
- A description of the employee's job duties as they relate to the exposure incident
- A description of how the exposure occurred
- A description of the route of exposure
- What safeguards were available
- Accident investigations
- A record of whether or not the employee has been vaccinated for HBV
- All other medical records on the employee that could relate to the exposure incident.

After the evaluation of the incident and examination of the employee, the health care professional will provide an opinion on the need and the employee's ability to receive an HBV vaccination or other treatment. The opinion must be provided to the employee within 15 days of the evaluation. All diagnoses must remain confidential unless a Workers' Compensation claim is being filed by the employee.

Employees who do not respond to Hepatitis B immunization or have not been immunized must be offered HBIG prophylaxis after any exposure or probable exposure to HbsAG-positive blood or body fluid. Employees who have been exposed to HIV-positive blood or body fluids must be offered the currently acceptable and available prophylaxis treatment in accordance with the Centers for Disease Control (CDC) recommendations. Employees declining prophylaxis must do so in writing. This prophylaxis section applies to all employees regardless of their status under the Bloodborne Pathogen regulations as long as the exposure occurred during the course and scope of their employment.

The employee will be given appropriate counseling concerning precautions to take during the period after the exposure incident. The employee will also be given information on what potential illnesses to be alert for and to report any related experiences to appropriate personnel.

The Program/Clinic Director is designated to assure that the policy outlined here is effectively carried out as well as to maintain records related to this policy.

Interaction with Health Care Professionals

A written opinion shall be obtained from the health care professional who evaluates employees of this facility. Written opinions will be obtained in the following instances:

- 1) When the employee is sent to obtain the Hepatitis B vaccine.
- 2) Whenever the employee is sent to a health care professional following an exposure incident.

Health care professionals shall be instructed to limit their opinions to:

- 1) Whether the Hepatitis B vaccine is indicated and if the employee has received the vaccine, or for evaluation following an incident.
- 2) That the employee has been informed of the results of the evaluation, and

- 3) That the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials. **(Note that the written opinion to the employer is not to reference any personal medical information.)**

Employees must be protected from exposure to bloodborne diseases in the workplace by being clearly informed of the hazards. The UAA Dental Program has a communication program that provides appropriate training and information to employees initially upon assignment and annually thereafter. In addition, employees must be retrained if conditions change. The UAA Dental Program has a communication program that:

- Uses a system of labels and signs to warn of hazards
- Uses information and training to educate employees on how to work safely around bloodborne pathogens

Labels and Signs

Hazards are identified by posting labels on refrigerators, freezers, and other containers that hold blood or other potentially infectious materials. These labels:

- Show the word “Biohazard” and the biohazard symbol
- Are fluorescent orange or orange-red
- Are attached to the container by string, wire, or adhesive in such a way that they cannot come loose

Labeling practices:

- Ensure all primary containers of potentially infectious wastes and secondary containers (refrigerators, cabinets, boxes, etc.) are appropriately labeled with biohazard symbol or alternatively, use red plastic bags instead of labeling.
- Ensure that waste that has been decontaminated is relabeled as decontaminated.

Training

(Training for Dental Assisting students is part of DA A102 Infection Control in Dentistry; training for Dental Hygiene students is part of DH A220 Introduction to Preventive Dentistry.)

The UAA Dental Program provides a mandatory program of training and education for all employees who face potential exposure to bloodborne diseases. The training will be documented, making sure that all employees sign a form indicating that they have completed and understand the training, and that they also understand that using the PPE, engineering controls, and work practice procedures is a condition of their employment. The training program is designed so employees learn:

- How HIV, HBV, and other bloodborne diseases can be transmitted
- The symptoms of HIV, HBV, and other bloodborne diseases, and what behaviors put employees at risk of contracting these diseases
- What an exposure control plan is, how it works, and where employees can access a written copy of the UAA Dental Program Exposure Control Plan
- Where an employee can access a copy of the OSHA standard
- How to recognize job tasks that involve exposure to infectious material
- The limits of, and how to use universal standard precautions; engineering controls, work practice controls, personal protective equipment, including information on the types, proper use, location, removal, handling, decontamination, and disposal of PPE, and why the particular PPE has been chosen.
- The benefits and safety of the HBV vaccination, and the fact that it is free of charge
- How to report an exposure incident and what to do when one occurs
- What the post exposure evaluation and follow-up examination involves

- How the hazard labeling system works, and what the biohazard symbol means

During training, there will be opportunities for questions and answers and the trainer must be knowledgeable in the subject matter. Health care workers who routinely work with bloodborne pathogens must receive additional specialized training. EHS/RMS has a training video package and other training materials to assist the UAA Dental Program with their training needs.

Recordkeeping

Records will be kept on every employee exposed to infectious or potentially infectious materials while on the job. Records will also be kept for all employee training sessions.

Medical records: (Not applicable for students)

The licensed health care professional will maintain the employees' confidential medical records for the duration of employment plus thirty years. The UAA Dental Program is responsible for notifying the contracted health care professional when an employee is terminated. These medical records must be made available to the employee and the Alaska Department of Labor upon request. Written and signed employee releases or court orders are required for all other access. These records will include information as prescribed under federal and state laws.

Training records:

The School of Allied Health office manager or College of Health compliance officer will maintain training records for at least three years from the date of training.

UNUSUAL OCCURRENCES

The School of Allied Health has an unusual occurrence policy that provides a mechanism for the reporting of unusual occurrences involving students while in the clinical setting. Examples of unusual occurrences include medication or decision errors, patient falls and student injuries. Unusual occurrences are reported on the [UAA School of Allied Health Unusual Occurrence Form](#) within 24 hours of the occurrence. These reports are used to document the event and safety hazards as a basis for student counseling. Whenever an unusual occurrence form is completed at a clinical agency, the UAA School of Allied Health unusual occurrence form should also be completed.

PURPOSE OF POLICY

- Provide a mechanism for unusual occurrences to be reported and according to the policies and procedures of the institution/agency in which UAA Dental Hygiene students gain clinical experiences.
- Document a safety or environmental hazard that may result in injury, damage or loss to a client or an institution/agency.
- Preserve evidence in the event of legal action against the student and/or University.
- Provide a basis for counseling the student involved in the unusual occurrence.
- Allow for tracking of unusual occurrences to recognize patterns of individual behaviors or system/process limitations
- Facilitate counseling, remediation, and decision-making related to unusual occurrences regarding student progression within the Dental Hygiene Program.
- Facilitate the implementation of corrective actions to foster a safe environment for patients, students, faculty and staff.

DEFINITION

An unusual occurrence is:

- Any situation that actually or potentially results in injury to persons or damage to property in the clinical settings.
- Any situation involving a student that is not congruent with operational or safety standards of the clinical agency.

EXAMPLES OF UNUSUAL OCCURRENCES (THE FOLLOWING LIST NOT EXHAUSTIVE)

- Patient falls or injuries
- Student injuries - or potentially injurious events
- Instructor injuries
- Equipment damage
- Administrative errors

APPLIES TO THE FOLLOWING PEOPLE

- Students engaged in clinical practice within the context of their studies
- Faculty and staff members performing within the context of their UAA employment

PHILOSOPHY

Unusual occurrences provide opportunities to students, faculty and institution/agency staff to identify and prevent potentially dangerous situations in the clinical setting. They also present a learning opportunity to individuals involved in the occurrence.

The role of the faculty member is to promote and facilitate student learning. Additionally, the faculty member bears a responsibility for protecting clients from harm. When a conflict between the two responsibilities exists, the protection of the client takes precedence over the responsibility of teaching the student.

It is the responsibility of the faculty member to create an environment that encourages students involved in unusual occurrences to report those occurrences and participate in analysis and planning to prevent future occurrences of a similar nature. It is the joint responsibility of the student and faculty member to demonstrate professional accountability in reporting unusual occurrences and in implementing the policies and procedures of the clinical institution/agency and the UAA School of Allied Health regarding unusual occurrences.

Program Directors have several responsibilities regarding unusual occurrences: to review occurrences, to track occurrences, and to work with program faculty to implement corrective actions.

PROCEDURE FOR UNUSUAL OCCURRENCES INVOLVING STUDENTS

When an unusual occurrence involving a student of the UAA School of Allied Health is identified by the student, affiliate faculty, or the faculty member, the following steps should be carried out:

1. The student and faculty member (and/or affiliate faculty, if applicable) shall immediately implement the policy of the institution/agency regarding unusual occurrences.
2. Within 24 hours following the incident, the student and instructor (and affiliate faculty, if applicable) shall jointly complete the "UAA School of Allied Health Unusual Occurrence Form."
3. The original form shall be forwarded through the Program Director to the Director of the School of Allied Health and retained by the Director of School of Allied Health indefinitely
4. Prior to the next clinical day the supervising faculty member shall review the form to determine whether a pattern of unusual occurrences is developing.
5. If it is apparent that such a pattern is developing, the supervising faculty member, the student and the Program Director shall meet to:
 - a. Develop a plan for interrupting the pattern and for preventing future unusual occurrences; plans will be in writing and retained in the student's file.
 - b. Discuss the potential consequences of repeated unusual occurrences with the student.
6. If no developing pattern is apparent, the supervising faculty member and the student (and externship site affiliate faculty, if applicable) shall meet to discuss plans for preventing future unusual occurrences.

When the unusual occurrence involving a student is noted by a staff member while the student and the faculty member

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are present in the clinical area, the staff member shall notify the instructor immediately. The faculty member and the student shall implement steps 1 through 3 above.

When the unusual occurrence involving a student is noted by a staff member after the student and faculty member have left the clinical area, the staff member shall:

1. Implement the policy of the institution/agency regarding unusual occurrences.
2. Notify the lead instructor or Program Director, who will notify the faculty member of the incident by telephone as soon as possible.
3. The student and faculty member shall implement Steps 1-3 above within one working day following notification.

POTENTIAL CONSEQUENCES OF REPEATED OCCURRENCES INVOLVING A STUDENT

The faculty of the School of Allied Health and the staff of clinical facilities recognize that unusual occurrences may occur as a result of circumstances that may or may not be within the control of the involved student. In general, the response of faculty and institutional/agency staff will be to study unusual occurrences to develop preventive action. However, when a pattern of unusual occurrences within the control of the student is apparent and when remedial action is not effective in reversing that pattern, protection of patients requires action on the part of the School of Allied Health. Depending upon the severity and frequency of unusual occurrences, the potential consequences may include any one or more of the following:

- Remedial study assignments related to the circumstances of the unusual occurrence
- Remedial assignments through an online tutorial or simulation laboratory
- Remedial course work
- Dismissal from the course and award of a failing grade with an option for re-enrollment in a future offering of the course, contingent upon satisfactory completion of remedial assignments and on a space-available basis
- Dismissal from the course and award of a failing grade with no option for re-enrollment in a future offering of the course. This consequence includes dismissal from the Dental Hygiene Program. (This penalty is automatically applied if it is apparent that the student has deliberately concealed an error or occurrence or has made dishonest statements about the event.)

Note: Dismissal from a course with or without the option of re-enrollment in a future offering of the course shall occur only in situations in which the student's behavior leads the faculty member to believe that the student is not likely to seek appropriate assistance or follow direct instructions such that patient safety is impacted. Such actions shall be subject to the Grade Appeals Policy outlined in the UAA Catalog.

SECTION VIII – DISPUTE/COMPLAINT RESOLUTION POLICIES

The School of Allied Health follows the UAA Policy “Student Dispute/Complaint Resolution Procedure” as discussed in the current edition of the [UAA Fact Finder Student Handbook & Planner](#).

According to the UAA Student Handbook, challenges to academic decisions or actions should be referred to the dean/campus director or designee. In the case of Dental Hygiene students, the challenges or complaints are referred to Vice Provost/Dean Jeff Jessee College of Health. The contact information for Dean/Vice Provost Jessee is shown below.

Jeffrey Jessee, Vice Provost Health Programs & Dean College of Health
Professional Studies Building, Rm 205D
E-mail: jeff.jessee@alaska.edu
Phone: 907-786-6057

The Academic Dispute Resolution Procedure is in the UAA Catalog here:

<https://catalog.uaa.alaska.edu/academicpoliciesprocesses/academicstandardsregulations/academicrightsofstudents/>

SECTION IX - STUDENT RECORDS POLICIES

POLICY REGARDING MAINTENANCE OF STUDENT EDUCATIONAL RECORDS

Student files are kept by the School of Allied Health to facilitate pre-major advising, admission to the major and faculty advising within the Dental Hygiene Program. The primary purpose of the files is to contribute to the educational development of students and to comply with various yearly statistical reports required by administrative units. Maintenance of these files complies with the UAA Policy on the application of the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. For additional information on the Federal law, see the UAA General Course Catalog or the UAA Fact Finder Student Handbook. Download the Fact Finder Handbook at: <https://catalog.uaa.alaska.edu/handbook/>.

MAINTENANCE OF ACTIVE STUDENT RECORDS

A file for each student actively pursuing the Dental Hygiene Program is kept in a secure location. It contains all admission documents: application to UAA Dental Hygiene Program, admissions test scores, references/letters of recommendation, and selection documents. Additionally, the advising file may contain documentation of vaccination, CPR certification, and background check; as well as petitions, progress reports, letters or statements of disciplinary action, scholarship award letters, financial aid appeal letters and references prepared by School of Allied Health faculty and/or staff. While copies of health, CPR certification, and background check records must be maintained throughout the student's enrollment in clinical coursework, they are returned to the student upon request at the completion of the final clinical class.

A separate confidential computerized database is maintained. It contains the following: name, current address, phone number and e-mail address, assigned advisor and current clinical class enrollment. In addition, this database may contain personal information submitted on the UAA Dental Hygiene application and other forms requested by UAA or School of Allied Health, such as birth date, gender; ethnic background, marital status and income (see copy of School of Allied Health confidential form).

RETENTION OF STUDENT FILES

Student advising records are maintained as active files until graduation, at which time they will be transferred to a separate but equally secure location and kept for five years. Copies of faculty letters of reference and program verification forms may be added to the files of graduated students. At the end of five years after graduation, documents in the individual files will be shredded, including health requirement documents.

The files of students who do not continue enrollment in the Dental Hygiene Program after being admitted to the major will be kept in an inactive status for not more than seven years unless the student was dismissed from the program. Though the student may be required to reapply to UAA and to the BSDH program, retaining the file will facilitate advising for re-entry and appropriate placement within the Dental Hygiene Program. Student information will remain in the computer database indefinitely, listed under the status of attrition along with reason for leaving if known. Records of students who were dismissed from the program will be kept indefinitely in a secure location.

Records of students who transfer out of Dental Hygiene to a non-dental hygiene major may be forwarded to the academic department responsible for the new major upon request after all Dental Hygiene specific documents have been removed (i.e. School of Allied Health application, letters of reference, correspondence related to the Dental Hygiene Program and clinical evaluations and summaries of advising conferences). Dental Hygiene specific documents will be placed in a separate file with student name and retained in an inactive status for not more than seven years. Student information will also remain in the computer database indefinitely, listed under the status of attrition/career change.

Upon graduation, student information in the computer database will be transferred to a perpetual alumni database. In addition to the transferred information this database will contain graduation date, NCLEX results, employment status

and employment site and other graduate follow-up data that may be collected. As with the active student database, this information will be utilized for statistical purposes and for maintaining contact with alumni.

EXCEPTIONS TO THE RETENTION POLICY

The files of students who have been dismissed from the Dental Hygiene Program for reasons of academic failure, dishonesty or other disciplinary actions may be kept indefinitely in a secure location.

MAINTENANCE OF CONFIDENTIALITY

In keeping with the Family Educational Rights and Privacy Act (FERPA), students have the right to expect that information in their School of Allied Health files will be kept confidential. Files may be accessed only by those School of Allied Health personnel involved in advising, instructing or assisting students in an official capacity or in filing or maintaining the database.

Random student records may be reviewed for the purpose of assessing the degree to which the School implements its published policies and procedures by individuals officially designated as Program Evaluators by regulatory or accrediting bodies. When such reviews occur, they will be conducted in the presence of an official of the School of Allied Health. Outside reviewers will be prohibited from making any notations that include identifying information.

Tests or other course work being returned to students are also considered confidential. A student must provide written permission if s/he wishes to have such documents picked up by another person.

Information contained in the computerized database will be available to faculty and designated staff on a “need to know” basis. Specific information to document that students have met the conditions established in the School’s Memorandum of Understanding/Agreement with a facility/agency may be provided to an authorized representative of the facility on demand or upon request. Examples of situations when such documentation may be required by a clinical agency include a review of the facility/program for continuing accreditation (e.g. Commission on Dental Accreditation site visit). Students’ immunity to certain conditions or their tuberculin status has been requested by agencies and/or the State in the face of outbreaks of these conditions. Whenever possible we contact the students to inform them of outbreaks and who to contact to contain the outbreak and ensure they receive the required care and follow-up.

Information contained in the computerized database is also utilized to compile statistical reports (i.e., to State and national accreditors) or to prepare grant applications and submit progress reports to granting institutions. No personal data that could enable the identification of the individual student will be disclosed to a third party without the student’s written permission.

REVIEW OF STUDENT ADVISING FILE

Students have the right to review the contents of *their own* School of Allied Health Student Advising File. If a student wishes to review his/her student File, s/he should submit a written request to the university Registrar clearly identifying the records requested for review. The university must respond to the request within 45 days. After the request has been processed, the student will review the File in the presence of a school official. A student may not remove any materials from the File.

School of Allied Health personnel may not copy or forward to a third party any information that has not originated within the School of Allied Health. This includes but is not limited to transcripts, application materials, and letters of recommendation contained within the student’s application packet and occurrence reports forwarded directly to the School of Allied Health from a clinical site.

No other party may view the contents of a student’s file without the student being present unless the student has provided written permission to the School of Allied Health. A signed permission form must be placed in the file to

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document such access has occurred. Such third party review will only be provided in the presence of designated School of Allied Health personnel and will require valid photo identification.

It is strongly recommended that students keep copies of all letters and reports provided to them by faculty. Copies of documents originated within the School of Allied Health and placed in the student file may be provided to a student upon written request.

MAINTENANCE OF APPLICANT RECORDS

Advising files for students interested in pursuing a Dental Hygiene degree and for those accepted to UAA as a Dental Hygiene pre-major are kept in a secure location. The hard copy may contain the same documentation as does that of the active Dental Hygiene major. This file will be utilized for purposes of advising, individual student program planning and for admission to the Dental Hygiene Program. All student information in a pending/applicant file will be governed by UAA confidentiality policies.

Upon receipt of the "Certificate of Admission" to the pre-major and accompanying documents from the UAA Enrollment Services Office, the School of Allied Health will consider the student to be in a pre-major status. Once application materials are submitted by the student or premajor advising is provided by the program, student information will be kept in secure files.

Applicant records will be maintained as long as the student is enrolled in prerequisite or co-requisite course work and continues to utilize the advising services of the School of Allied Health/College of Health. After three years of inactivity, an applicant file may be destroyed.

MAINTENANCE OF COURSE RECORDS

The School of Allied Health maintain copies of current course records. It is strongly recommended that students/graduates maintain a copy of the Dental Hygiene Program Student Handbook and all course syllabi. It may also be advisable to retain copies of graded work completed in specific courses, *especially for local anesthesia* (e.g., injection sheets, case presentations, etc.) as credentialing bodies often need verification of course activities, e.g. number of injections performed, and employers may want to see your experience and abilities.

RECORDS TO BE MAINTAINED

Curricular Designs: Only currently approved curriculum information is maintained. This includes general course information (course title, number, level, credits, lecture/lab, etc), course descriptions and outline, and course student learning outcomes.

Course Syllabi and Handbooks: Copies of course syllabi and handbooks that are prepared each semester will be maintained in a secure location according to the semester in which they were taught. These will be kept according to UAA record retention policy.

Student Handbook: A yearly copy of the Dental Hygiene Student Handbook will be maintained each year for students currently in the program.

SECTION X - STUDENT SERVICES AND RESOURCES

FINANCIAL AID

Financial assistance is available through the UAA [Office of Student Financial Assistance](#) in the form of federal and state loans and grants (Alaska and Stafford Student Loans, Pell Grant, etc.) as well as grants through private organizations.

SCHOLARSHIPS

Dental Hygiene students have opportunities to defray the cost of their education. There are [general scholarships](#) that are available to all UAA students who apply from any degree program. There are also scholarships through the College of Health/School of Allied Health. Limited scholarships from professional organizations are available exclusively to UAA Dental Hygiene students. Click the link for more information about applying for institutional scholarships. Note that all UAA scholarships will require completing the [application process](#) and some will require supplemental information (e.g., an essay).

STUDENT HEALTH SERVICES

STUDENT HEALTH AND COUNSELING CENTER

A student health and counseling center is available on several campuses. The campus health center provides primary health services for physical and mental health conditions as well as education and support to maintain a healthy lifestyle. In many cases the center is a source of low-cost primary health care services with referral for specialized treatment. The center may also bill your personal insurance. The UAA Student Health and Counseling Center is open weekdays during the regular academic year. For more information call 907-786-4040 or go online at www.uaa.alaska.edu/studenthealth/.

PSYCHOLOGICAL SERVICES CENTER

The [Psychological Services Center](#) at UAA in Anchorage offers low-cost therapy and counseling to families, couples, and individuals of all ages for a variety of problems. Clinical psychology students in the last phase of study for the master's or doctoral degree see patients under the supervision of licensed psychologists from the psychology faculty. A fee schedule is based on each individual's ability to pay. For more information, call 907-786-1795.

COUNSELING & SUPPORT SERVICES

The UAA Student Affairs [Counseling & Support Services](#) provides short-term personal counseling for concerns affecting academic success such as stress, situational crises, and life changes. Other services include student advocacy, workshop presentations, and referrals. These counseling services are provided at no charge to UAA students. For more information, call 907-786-6158.

ACADEMIC RESOURCES

WOLF CARDS

Your Wolf Card is your student identification card, a U-Pass card for the Anchorage/Valley bus system, your library card and a card that provides access to services and resources on campus. The UAA student identification number is shown on the back of the card. The Wolf Card can also be used to pay for items sold on campus, such as meals, snacks at vending machines and merchandise at the campus bookstore. You can use your credit card or debit card to add money to your Wolf Card as needed. For more information, visit the following link: <https://www.uaa.alaska.edu/wolfcard/>.

STUDENT ADVISING & ADVOCACY

The Office of [Student Advising and Advocacy](#) in the College of Health is dedicated to the matters centered upon student success. Our primary goal is to increase the retention, quality, and graduation rates of students within the College of Health. Functions of the COH Office of Student Advising and Advocacy include:

- Provides focused support for students requiring entry level and PRPE courses.
- Acquaints students with how to locate and effectively utilize resources at UAA.
- Assists students with course selection and registration process.
- Refers students with the appropriate COH faculty advisor.
- Attends and promotes COH majors at college and career fairs.
- Builds collaborative and working relationships with the Anchorage School District's staff, other educational resources, and the greater Anchorage community to promote and recruit prospective students to the

TESTING SERVICES (uaa.alaska.edu/testing)

Testing services provides a professional testing environment that supports student retention and success by offering examinations for students and the community that assist with academic and professional advancement. The testing center maintains membership with and adheres to guidelines set forth by the National College Testing Association (NCTA). All testing appointments must be scheduled online, 24 hours in advance of the test date to ensure all students/testers have a reserved workstation.

DISABILITY SUPPORT SERVICES

If a student experiences a disability that may result in a barrier to his/her academic experience and requires reasonable accommodations, then it is that student's responsibility to disclose their disability to [Disability Support Services](#) (DSS) as soon as possible. DSS is located on the University of Alaska Anchorage – Anchorage (UAA) main campus in Rasmussen Hall 105 and can be reached by phone at 786-4530 or by email at aydss@uaa.alaska.edu. Students at outlying campuses can contact the Disability Support Coordinator at their local campus (usually within the student counseling department). It is important to request accommodations early enough for DSS to adequately consider your request before it is needed for your class(es). Reasonable accommodations will be approved once students have provided appropriate documentation.

Academic accommodations are free of charge and available to any student who qualifies as an individual with a disability. Disability Support Services maintains an adaptive computer lab on campus for students with disabilities. Workstations include voice-activated software, screen enlargers and screen readers. UAA has an accessible shuttle bus service equipped with a wheelchair lift for transportation on campus. For more information on the program go to <http://www.uaa.alaska.edu/dss/>.

WRITING CENTER

The UAA Reading & Writing Center, located in SMB 118, provides reading and writing assistance to UAA students at all levels and all disciplines. Certified and formally trained tutors offer help for those seeking to improve their reading, writing, and study skills. See more at: <https://www.uaa.alaska.edu/academics/community-and-technical-college/departments/learning-commons/writing-center/index.cshhtml>.

NATIVE STUDENT SERVICES

Native Student Services (NSS) provides quality support services to Native and rural students. The NSS Center offers academic advising, scholarship information, assistance, and resource support. You can find out more at: <http://www.uaa.alaska.edu/nss/>.

MULTICULTURAL CENTER

One of the missions of the UAA Multicultural Center is to improve the overall quality of life for all underrepresented minority students (URMs) on the campus by developing and implementing educational, cultural, and social programs that will assist the students in obtaining satisfactory grades, reaching self-determined academic goals, and successfully graduating. – See more at: <http://www.uaa.alaska.edu/multicultural/#sthash.rvx8f75w.dpuf>

STUDENT OMBUDSMAN

Student Government provides a [Student Ombudsman](#) to serve as a neutral party to confidentially address student concerns and assist students in resolving their University-related complaints.

UNIVERSITY POLICE

UAA police officers provide special services unique to the University setting. Those services include maintaining security of University buildings; providing crime prevention classes to students, staff, and faculty; providing escorts on the

University campus; vehicle and room unlocks; and vehicle jumpstarts. The department is open 24 hours a day, 365 days a year. For more information, call 907-786-1120 or check online at <http://www.uaa.alaska.edu/upd/>.

SAFETY FROM SEXUAL VIOLENCE (TITLE IX)

Members of the university community, guests and visitors have the right to be free from sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. UAA takes all matters of Sexual Harassment, Sexual Assault and Sexual Violence seriously. If you have concerns or need to report an incident, please contact the Director of the Office of Campus Diversity & Compliance, University Lake Building, Room 108, 3890 University Lake Drive, Anchorage, Alaska 99508. The contact number is (907) 786-1424. More information is available on the UAA Website at <http://www.uaa.alaska.edu/deanofstudents/title-ix.cfm>.

FACILITIES

DENTAL SUITE COMPUTERS

The Dental Suite has a Multi-Media room and clinic with computers that have access to the Daisy Dental Practice program, Patient Gallery program, and MS Office. Computer use is primarily for course assignments and clinical chart notes, and those uses have priority over personal use. The Multi-Media room use rules are:

1. Use quiet tones.
2. NO eating or drinking in the Multimedia room.
3. The Multimedia room should be used to work on projects or exams that relate to coursework only.
4. Printing from Multimedia room computers is restricted to approved dental programs material and does NOT include class notes, or powerpoint lectures.
5. The door to the Multimedia room is to remain open at all time during student use, unless specifically closed by a faculty or staff member.
6. The Multimedia room may be used to give quizzes or exams; student testing is a priority over other types of student work.
7. Please turn cell phones to vibrate- no talking on cell phones while in the Multimedia room.

CAMPUS COMPUTER LABS

There are currently 50 computer labs in the Anchorage campus. While many of the labs are restricted by department-affiliated individuals, there are at least 12 unrestricted labs located across campus for use by any UAA student. Most of these computer labs are currently underutilized. See <http://www.uaa.alaska.edu/computerlabs/anchoragecampus/index.cfm> for locations.

CONSORTIUM LIBRARY

The Consortium Library is your gateway to all the Library's resources and services, both print and online (electronic). You can search most electronic resources on campus or elsewhere by connecting to the homepage at <http://consortiumlibrary.org>. Use your university username and password as prompted. For help, call the UAA Information Technology Services Help Desk (Local: 907-786-4646; Toll Free: 877-633-3888). Wireless Internet and data ports and electrical outlets are located throughout the library. Click the link below for more information about visiting the library and the hours of operation. https://consortiumlibrary.org/about/visit_us.php#hours

General reference librarians are available on the main floor of the library to answer general questions about sources and searching. Search the Library's website for books, journal articles, and Internet resources. They offer handy access to Blackboard, Interlibrary Loan, and Reserves, as well as a variety of other links ranging from style manuals and electronic Purchase Request Forms to the catalog for the Learning Resource Center's Media Library.

GENERAL INFORMATION AND AUDIO TOUR

Go to the "Visit Us" page on the Consortium Library website for general information. An audio tour of the Library (estimated 20 minutes) can be checked out at the Circulation Desk or you can listen to it online. It is excellent

introduction to the Library's collections and services.

https://consortiumlibrary.org/about/visit_us.php

ALASKA MEDICAL LIBRARY

The Alaska Medical Library is a unit within the Consortium Library in Anchorage and located on the 2nd floor near the health collections. The medical library office is open 8-5 Monday-Friday, although students should make an appointment for in-depth research or help with database searching. One-on-one assistance is provided as needed, whether face-to-face or via distance. They provide a very valuable service, supporting faculty and students in healthcare disciplines to optimize their use of the library and its services. Click the link below for more information.

<http://www.consortiumlibrary.org/aml/>

RESEARCH SUPPORT

The Consortium Library's website offers some excellent links under Research Help to provide guidance in searching the Internet, steps in doing research and a variety of writing guides, including bibliographic style.

<https://consortiumlibrary.org/research>

At this time the library offers **RefWorks**, a free citation management software program that assists students to manage bibliographies by exporting citations from library databases, and adding them to personal reference lists. The library has plans to move from RefWorks to a new citation management program called Flow that should be available sometime in 2016. Click the link below for more information and to login to RefWorks.

<http://www.refworks.com/refworks2/?groupcode=RWUAA>

BOOKS

The online catalog is the *Library Catalog*, and it includes the collections of the Consortium Library, UAA's extended campus libraries, the Anchorage Municipal Libraries, the Alaska Resources Library and Information Services (ARLIS), and the Anchorage Museum of History and Art. You can "*place a hold*" on any circulating item in the system and have it delivered to the Consortium Library for pickup

FULL TEXT ARTICLES

Use the "*Find Articles – by Journal*" option on the Consortium Library website to locate full-text articles both in print holdings (current health science journal subscriptions) and online journals from multiple vendors. Use the *Check Library for Full Text* link within the article databases to find full-text articles even when a full-text option is not displayed. This URL will take you to the *Journals A-Z* feature: <http://www.consortiumlibrary.org/articles/journals.php>. Library staff will scan articles from journals in the print collection and deliver the item to any student via the Interlibrary Loan and Document Delivery online form.

DISTANCE STUDENTS

For students living outside the Anchorage and Mat-Su areas, library staff will checkout and mail books using your library card number. If you have questions about this service, call 907-786-1828.

MEETING AND STUDY ROOMS

The Consortium Library has several rooms available for students to reserve for meetings or for study. They can be reserved for an individual or a group. Click the link below for more information.

<https://consortiumlibrary.org/services/>

INTERLIBRARY LOAN (ILL)

Items not available to you from the Consortium Library can be ordered from other libraries through ILL and most items are free to students. Article requests are usually filled in two to seven days, while book requests average 10 or more days. To make a request, click on Interlibrary Loan from the library's homepage or, in many cases, from within the database you are searching **Document Delivery** is a service that allows you to order copies of articles held in the library's print collection of journals and newspapers. When you place an order for an article, ILL staff will find it in the print collection, scan it, and deliver it to you electronically. Do not use document delivery for articles that are available in full-text in the library's [online subscriptions](#). If you are having trouble retrieving a full-text article, please [ask a librarian](#) and they will help you get it. Click the link below for more information on ILL.

<https://consortiumlibrary.org/services/ill/>

LIBRARY CARDS

Your Wolf Card is your Library Card. Graduate students may check out up to 50 circulating items at a time for a semester. Books may be renewed by phone, email, or online through the library's homepage. If a second renewal is desired, the book must be presented at the Circulation Desk. Overdue fines for books are 25 cents per day and \$1 per day for media, up to a maximum of \$10 per item. Fines begin accruing as soon as a book is overdue and continue until it is checked in by library staff. There are replacement charges incurred for lost materials. Click the link below for more information.

<http://consortiumlibrary.org/services/librarycard.php>

PRINTING

Printing across the Anchorage campus is done through *Managed Print Stations* using your Wolf Card. There is a print station in the AHS lobby. For more information, click the link below: <https://support.uaa.alaska.edu/Pages/Managed-Print.aspx>

SECTION XI – SCHOOL OF ALLIED HEALTH CONTACTS

LeeAnne Carrothers, Director, School of Allied Health	lcarrothers@alaska.edu	786-6932
Carri Shamburger, Assistant Professor;	cashamburger@uaa.alaska.edu	786-4344
Jessica Ross, Assistant Professor	jmross2@alaska.edu	786-6926
Tammy Sanderson, Associate Professor		786-6925
Matthew Burgoon, Administrative Assistant	msburgoon@alaska.edu	786-6929
Position open, Dental Clinic Front Desk Specialist		786-6960
Sue Gregg, Dental Clinic Support Specialist	sgregg2@alaska.edu	786-6943

SECTION XII – UAA DENTAL HYGIENE PROGRAM COMPETENCIES

Competency	Evaluating Mechanism	Assessed in	Out-come Goal	Demonstrated by
Provide and document dental hygiene care in a legal and ethical manner.	Written examination Case presentation Recordkeeping Grade	DH A316 DHA311, DH A321, DH A392C/D DH A295D, 395C/D	75%	Examination grade Case pres discussion/grades Chart notes/legal signatures
Exhibit professional behavior, including time management, risk management, and respect of patients and co-workers.	Professionalism grade	DH A200, DH A203, DH A222, 295D, 395C/D	75%	Clinical professionalism grade
Critically evaluate scientific literature and research relevant to dental hygiene.	Case Presentations Literature reviews	DH A311, DH A321, 392C/D DH A201, DH A311, DH A321, DHA 310, DH A324; DH A392C/D	75% 75%	Case pres discussion/grades Literature review assignments
	Clinical Competencies	DH A295D, 395C/D	80-90%	Assessment comp grades
Collect, analyze, and record data on the general and oral health status of patients.	Written examinations	DH A203, A222, A310, A311, A321	75%	Examination grades
	Case presentation Assessment competency Radiography competency	DH A292D, DH A392C/D DH A295D, DH A395C/D	75% 80-90%	Case pres discussion/grades Assessmt competency grades Radiograph comp. grades
	Written examinations	DH A203, A310, A311, A321	75%	Examination grade
Use critical decision making skills to develop a dental hygiene diagnosis, which will provide a basis for interventions that are within the scope of dental hygiene practice and determine the need for referral to appropriate health professions as needed.	Assessment competency	DH A295D, 395C/D	80-90%	Assessment competency grades
	Case presentations	DH A311, A321, A392C/D	75%	Case pres discussion/grades
	Written examinations	DH A310, DH A311, DH A321, DH A324	75%	Examination grades
Formulate a dental hygiene care plan, including a planned sequence of educational, preventive, and therapeutic services based on the dental hygiene diagnosis in collaboration with the patient and other health care providers.	Assessment competency	DH A295D, 395C/D	80-90%	Competency grades in DH A295D, 395C/D
	Case presentations	DHA311, 292D, A321, A392C/D	75%	Case pres discussion/grades
	Written examinations	DH A310, DH A311, DH A321, DH A324	75%	Examination grades
Deliver preventive and therapeutic care to achieve and maintain oral health utilizing established infection control procedures, pain control measures, and ergonomic practices.	Preclinical competencies	DH A200, DH A203, DH A222, DH A302,	80-90%	Preclinical competencies
	Clinical competencies	DH A295D,395C/D	80-90%	Clinical debridement comp
	Pain control competencies	DH A310	95%	Injection competencies
	Case presentations Community projects	DHA311, DH A321, DH A392C/D DH A324; DH A424	75%	Case pres discussion/grades Community project grades
Evaluate the effectiveness of the implemented services, and modify as needed.	Competencies	DH A295D, DH A395C/D	80-90%	Debridmt comptency grades
	Case presentations	DH A321, DH A392C/D	75%	Case pres discussion/grades
	Community projects	DH A324; DH A424	75%	Community project grades
Promote the profession of dental hygiene through service and affiliations with professional organizations.	Professional organization membership	Membership/Participation in ADHA activities DH A324	50% 75%	Membership records: ADHA Comm. Projects in DH A324
	Community projects			
Assess, plan, implement, and evaluate complex community oral health projects to diverse population.	Community projects	DH A324; DH A424	75%	Community projects

SECTION XIII – AMERICAN DENTAL HYGIENISTS’ ASSOCIATION CODE OF ETHICS FOR DENTAL HYGIENISTS (Nov. 2016 version)

1. Preamble

As dental hygienists, we are a community of professionals devoted to the prevention of disease and the promotion and improvement of the public’s health. We are preventive oral health professionals who provide educational, clinical, and therapeutic services to the public. We strive to live meaningful, productive, satisfying lives that simultaneously serve us, our profession, our society, and the world. Our actions, behaviors, and attitudes are consistent with our commitment to public service. We endorse and incorporate the Code into our daily lives.

2. Purpose

The purpose of a professional code of ethics is to achieve high levels of ethical consciousness, decision-making, and practice by the members of the profession. Specific objectives of the Dental Hygiene Code of Ethics are:

- To increase our professional and ethical consciousness and sense of ethical responsibility.
- To lead us to recognize ethical issues and choices and to guide us in making more informed ethical decisions.
- To establish a standard for professional judgment and conduct.
- To provide a statement of the ethical behavior the public can expect from us.

The Dental Hygiene Code of Ethics is meant to influence us throughout our careers. It stimulates our continuing study of ethical issues and challenges us to explore our ethical responsibilities. The Code establishes concise standards of behavior to guide the public’s expectations of our profession and supports dental hygiene practice, laws and regulations. By holding ourselves accountable to meeting the standards stated in the Code, we enhance the public’s trust on which our professional privilege and status are founded.

3. Key Concepts

Our beliefs, principles, values and ethics are concepts reflected in the Code. They are the essential elements of our comprehensive and definitive code of ethics, and are interrelated and mutually dependent.

4. Basic Beliefs

We recognize the importance of the following beliefs that guide our practice and provide context for our ethics:

- The services we provide contribute to the health and well-being of society.
- Our education and licensure qualify us to serve the public by preventing and treating oral disease and helping individuals achieve and maintain optimal health.
- Individuals have intrinsic worth, are responsible for their own health, and are entitled to make choices regarding their health.
- Dental hygiene care is an essential component of overall health care and we function interdependently with other health care providers.
- All people should have access to health care, including oral health care.
- We are individually responsible for our actions and the quality of care we provide.

5. Fundamental Principles

The fundamental principles, universal concepts and general laws of conduct provide the foundation for our ethics.

Universality

The principle of universality expects that, if one individual judges an action to be right or wrong in a given situation, other people considering the same action in the same situation would make the same judgment.

Complementarity

The principle for complementarity recognizes the existence of an obligation to justice and basic human rights. In all

relationships, it requires considering the values and perspectives of others before making decisions or taking actions affecting them.

Ethics

Ethics are the general standards of right and wrong that guide behavior within society. As generally accepted actions, they can be judged by determining the extent to which they promote good and minimize harm. Ethics compel us to engage in health promotion/disease prevention activities.

Community

This principle expresses our concern for the bond between individuals, the community, and society in general. It leads us to preserve natural resources and inspires us to show concern for the global environment.

Responsibility

Responsibility is central to our ethics. We recognize that there are guidelines for making ethical choices and accept responsibility for knowing and applying them. We accept the consequences of our actions or the failure to act to and are willing to make ethical choices and publicly affirm them.

6. Core Values

We acknowledge these values as general for our choices and actions.

Individual Autonomy and Respect for Human Beings

People have the right to be treated with respect. They have the right to informed consent prior to treatment, and they have the right to full disclosure of all relevant information so that they can make informed choices about their care.

Confidentiality

We respect the confidentiality of client information and relationships as a demonstration of the value we place on individual autonomy. We acknowledge our obligation to justify any violation of a confidence.

Societal Trust

We value client trust and understand that public trust in our profession is based on our actions and behavior.

Nonmaleficence

We accept our fundamental obligation to provide services in a manner that protects all clients and minimizes harm to them and others involved in their treatment.

Beneficence

We have a primary role in promoting the well-being of individuals and the public by engaging in health promotion/disease prevention activities.

Justice and Fairness

We value justice and support the fair and equitable distribution of health care resources. We believe all people should have access to high-quality, affordable oral health care.

Veracity

We accept our obligation to tell the truth and expect that others will do the same. We value self-knowledge and seek truth and honesty in all relationships.

7. Standards of Professional Responsibility

We are obligated to practice our profession in a manner that supports our purpose, beliefs, and values in accordance with the fundamental principles that support our ethics. We acknowledge the following responsibilities:

To Ourselves as Individuals . . .

- Avoid self-deception, and continually strive for knowledge and personal growth.
- Establish and maintain a lifestyle that supports optimal health.
- Create a safe work environment.
- Assert our own interests in ways that are fair and equitable.
- Seek the advice and counsel of others when challenged with ethical dilemmas.
- Have realistic expectations of ourselves and recognize our limitations.

To Ourselves as Professionals . . .

- Enhance professional competencies through continuous learning in order to practice according to high standards of care.
- Support dental hygiene peer-review systems and quality-assurance measures.
- Develop collaborative professional relationships and exchange knowledge to enhance our own life long professional development.

To Family and Friends. . .

- Support the efforts of others to establish and maintain healthy lifestyles and respect the rights of friends and family.

To Clients . . .

- Provide oral health care utilizing high levels of professional knowledge, judgment, and skill.
- Maintain a work environment that minimizes the risk of harm.
- Serve all clients without discrimination and avoid action toward any individual or group that may be interpreted as discriminatory.
- Hold professional client relationships confidential.
- Communicate with clients in a respectful manner.
- Promote ethical behavior and high standards of care by all dental hygienists.
- Serve as an advocate for the welfare of clients.
- Provide clients with the information necessary to make informed decisions about their oral health and encourage their full participation in treatment decisions and goals.
- Refer clients to other health care providers when their needs are beyond our ability or scope of practice.
- Educate clients about high-quality oral health care.
- Recognize that cultural beliefs influence client decisions.

To Colleagues . . .

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, and appropriately open and candid.
- Encourage a work environment that promotes individual professional growth and development.
- Collaborate with others to create a work environment that minimizes risk to the personal health and safety of our colleagues.
- Manage conflicts constructively.
- Support the efforts of other dental hygienists to communicate the dental hygiene philosophy and preventive oral care.
- Inform other health care professionals about the relationship between general and oral health.
- Promote human relationships that are mutually beneficial, including those with other health care professionals.

To Employees and Employers . . .

- Conduct professional activities and programs, and develop relationships in ways that are honest, responsible, open, and candid.
- Manage conflicts constructively.
- Support the right of our employees and employers to work in an environment that promotes wellness..
- Respect the employment rights of our employers and employees.

To the Dental Hygiene Profession . . .

- Participate in the development and advancement of our profession.
- Avoid conflicts of interest and declare them when they occur.
- Seek opportunities to increase public awareness and understanding of oral health practices.
- Act in ways that bring credit to our profession while demonstrating appropriate respect for colleagues in other professions.
- Contribute time, talent, and financial resources to support and promote our profession.
- Promote a positive image for our profession.
- Promote a framework for professional education that develops dental hygiene competencies to meet the oral and overall health needs of the public.

To the Community and Society . . .

- Recognize and uphold the laws and regulations governing our profession.
- Document and report inappropriate, inadequate, or substandard care and/or illegal activities by a health care provider, to the responsible authorities.
- Use peer review as a mechanism for identifying inappropriate, inadequate, or substandard care provided by dental hygienists.
- Comply with local, state, and federal statutes that promote public health and safety.
- Develop support systems and quality-assurance programs in the workplace to assist dental hygienists in providing the appropriate standard of care.
- Promote access to dental hygiene services for all, supporting justice and fairness in the distribution of health care resources.
- Act consistently with the ethics of the global scientific community of which our profession is a part.
- Create a healthful workplace ecosystem to support a healthy environment.
- Recognize and uphold our obligation to provide pro bono service.

To Scientific Investigation . . .

We accept responsibility for conducting research according to the fundamental principles underlying our ethical beliefs in compliance with universal codes, governmental standards, and professional guidelines for the care and management of experimental subjects. We acknowledge our ethical obligations to the scientific community:

- Conduct research that contributes knowledge that is valid and useful to our clients and society.
- Use research methods that meet accepted scientific standards.
- Use research resources appropriately.
- Systematically review and justify research in progress to insure the most favorable benefit-to risk ratio to research subjects.
- Submit all proposals involving human subjects to an appropriate human subject review committee.
- Secure appropriate institutional committee approval for the conduct of research involving animals.
- Obtain informed consent from human subjects participating in research that is based on specifications published in Title 21 Code of Federal Regulations Part 46.

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- Respect the confidentiality and privacy of data.
- Seek opportunities to advance dental hygiene knowledge through research by providing financial, human, and technical resources whenever possible.
- Report research results in a timely manner.
- Report research finding completely and honestly, drawing only those conclusions that are supported by the data presented.
- Report the names of investigators fairly and accurately.
- Interpret the research and the research of others accurately and objectively, drawing conclusions that are supported by the data presented and seeking clarity when uncertain.
- Critically evaluate research methods and results before applying new theory and technology in practice.
- Be knowledgeable concerning currently accepted preventive and therapeutic methods, products, and technology and their application to our practice.

SECTION XIV – UAA DENTAL HYGIENE PROGRAM ETHICS AND PROFESSIONALISM POLICY

Ethical and professional conduct for UAA Dental Hygiene students is guided primarily through three sources. Offenses may result in a written notice of unprofessional behavior under the Program's "3-strike" policy (p. 2), though written notices for 2a and 2f are generally given after repeated offenses.

1. **The ADHA Code of Ethics for Dental Hygienists** (Appendix II) acts as a guideline for dental hygiene professional conduct and actions. Although it is expressed in a written form, the spirit of the code is most important. Honesty, integrity and selfless service are intrinsic to the character of a dental professional. The general welfare of the patient is our primary obligation: care and quality of treatment must come before expediency. Personal accountability and responsibility are expected of both faculty and students affiliated with UAA.
2. **The UAA Dental Hygiene program professionalism guidelines** in this handbook and listed below define expectations from program faculty and staff.
 - a. Active participation and attentiveness during lecture, lab, and clinic. The unauthorized use of computers, cell phones, or other devices during lecture/lab/or clinic to e-mail, text, or surf the internet is considered unprofessional behavior unless the student has documentation of disability. Consequence of such behavior may include dismissal from class with an unexcused absence. Unexcused absences are considered unprofessional behavior.
 - b. Maintaining a respectful attitude of academic integrity towards faculty, staff, visitors, peers and patients.
 - c. Utilizing communication skills that are appropriate and effective in relating to patients, peers and faculty.
 - d. Conducting one's self in a manner considered appropriate legally and ethically by members of the dental profession.
 - e. Assuming responsibility for one's academic and professional development.
 - f. Complying with the departmental dress code as stated in the clinic manual and Student Handbook. Attendance in scheduled labs and clinics is prohibited if not in compliance with dress code.
 - g. Protecting the health and safety of the public when performing health care functions.
 - h. Engaging in professional contact with the public while suffering from a contagious or infectious disease involving serious risk to public health constitutes unprofessional conduct.
3. **The UAA Code of Conduct** also provides guidance on unacceptable student behavior. The following list highlights violations relevant to the UAA Dental Hygiene program, though those not mentioned are still subject to disciplinary action. Violations of the UAA Code of Conduct are referred to the Dean of Students office.
 - a. Plagiarism from others or self-plagiarism: (using a paper, project or lab work from one course for credit in another)
 - b. Cheating through communication, copying or allowing another student to copy an exam, unauthorized use of notes during exam, changing answers after an exam has been returned or obtaining an examination in advance without the knowledge or consent of instructor
 - c. Unauthorized access, altering, or using unauthorized information on UAA computers
 - d. Any behavior which may jeopardize the health or well-being of a patient to include: unsupervised patient treatment, treating patients while under the influence of drugs or alcohol or giving patients drugs or alcohol, or any inappropriate, unethical, or harmful activity related to patient care
 - e. Verbal, written or physical abuse to include profanity, bullying, threats, intimidation or violence towards persons or property
 - f. Falsifying records or documents, lying or evading financial responsibility
 - g. Illegal or criminal acts to include theft, assault and vandalism

Sanctions for academic integrity and conduct violations are based on the general principle of equal and fair treatment and take into account the student's needs for remediation and prospects for improvement

1. Sanctions will be considered in the light of the student's entire conduct record at the University of Alaska Anchorage and will be designed to hold students accountable for both their conduct and resulting consequences.
2. Failure to comply with the terms of imposed sanctions will lead to further and more severe disciplinary action.

One or more of the following sanctions may be imposed by the Dean of Students Office:

1. **Expulsion:** Permanent termination of the student's right to enroll or participate in the classes, seminars, laboratories and clinical programs at the UAA Dental Programs.
2. **Suspension:** Termination of a student's right to participate in UAA Dental Program classes, seminars, laboratories and/or clinical programs for a specified but limited period of time to be determined by faculty committee. The student will be placed on disciplinary probation for a specified period of time after the suspension has terminated.
3. **Denial of Privileges:** Denial or restriction of participation in specific activities sponsored or attended by students in the UAA Dental Programs
4. **Disciplinary Probation:** The student will submit to supervision at all times during the disciplinary probation. A verbal warning for committing ethical transgressions will be given to the student with additional written notice that any further violations of Dental Program or University of Alaska Anchorage policies will result in additional sanctions.
5. **Warning:** Any violation of ethical standards will result in a verbal reprimand to include written notice that continued or repeated violations may be cause for further disciplinary action. Written documentation of the warning will be signed by the student and faculty and kept in the student's file.
6. **Other Sanctions:** As determined by faculty committee, other sanctions may be imposed in addition or instead of those mentioned above.

In addition to any sanctions administered by Dean of Students office, the Dental Hygiene Program's '3-strike' policy also applies:

First and second offenses: A letter of reprimand addressing the offense will be given in person and signed (preferred) and/or sent through official university communication channels. A copy will be placed in the student's file.

Third offense (Can be first offense for cheating or stealing): Letter of dismissal will be given to the student given in person and signed (preferred) and/or sent through official university communication channels. A copy will be placed in the student's file.

The UAA Academic Dispute Resolution Procedure described in the UAA Student Handbook is available to students who disagree with a disciplinary action by the UAA Dental Hygiene Program.

This certifies that I have received, read, and understood the UAA Dental Hygiene Program Ethics and Professionalism Policy and agree to abide by it.

Print Name

Signature

Date

THIS FORM MUST BE SIGNED AND RETURNED TO FACULTY BY January 17, 2020

EVIDENCE OF UNDERSTANDING (due by January 24, 2020)

I have read the Dental Hygiene Program Student Handbook, the American Dental Hygienists' Association Code of Ethics for Dental Hygienists, and the UAA Dental Hygiene Ethics and Professionalism Policy. I understand I am also have responsibilities under UAA's Students Rights, Freedoms and Responsibilities (including Code of Conduct) as stated in the UAA Fact Finder. [\(The link to the UAA Fact Finder is here.\)](#) I understand the contents and agree that I will adhere to the specified policies and procedures. In cases where I do not follow the policies and procedures, I am willing to abide by the consequences identified in the Dental Hygiene Program Student Handbook, Department course outlines and the University of Alaska Anchorage Catalog.

Printed name _____

Signed _____

Date _____